

Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO ORMOC in the CSC website:


FARICA ZGAMBO-CUTAS
OIC-HRMO

Date: 16-Jun-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	City Government Assistant Dept. Head I	670	23	78455	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	ENRD
2	Administrative Aide IV (Mechanic I)	743	4	14993	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)	N/A	ENRD
3	Licensing Officer I	59	11	25439	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility	N/A	BPLO
4	Administrative Aide III (Driver I)	67	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)	N/A	Traffic Enforcement Management Office
5	Administrative Aide III (Clerk I)	676	3	14125	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	Tourism Office
6	Administrative Aide III (Clerk I)	648	3	14125	Completion of 2 yrs. Studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Agriculture Office
7	Local Legislative Staff Officer I	143	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	N/A	Sangguniang Panlungsod
8	Administrative Aide II (Bookbinder I)	150	2	13305	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat III)	N/A	Sangguniang Panlungsod
9	Administrative Officer I (Records Officer I)	129	10	22190	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility	N/A	Sangguniang Panlungsod
10	Administrative Aide I (Utility Worker I)	139	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	Sangguniang Panlungsod

11	Administrative Assistant I (Stenographic Reporter I)	149	7	17899	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	Sangguniang Panlungsod
12	Administrative Officer II	292	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	N/A	Office of the City Administrator
13	City Government Assistant Dept. Head I (HRMO)	296	23	78455	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	HRMO
14	Administrative Aide IV (Budgeting Aide)	247	4	14993	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Budget Office
15	Administrative Officer IV	752	15	35097	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office Educ. Scholarship Section
16	Administrative Aide I (Utility Worker I)	243	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	City Budget Office
17	City Government Department Head I (City Veterinarian I)	634	25	100788	Doctor of Veterinary Medecine	None Required	3 years of experience in the practice of veterinary medicine	RA 1080 (Veterinarian)	N/A	City Veterinary Office
18	Administrative Assistant III (Stenographic Reporter II)	146	9	20402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	Sangguniang Panlungsod

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 18, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression. (SOGIE)".

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FARICA ZGAMBO-CUTAS

OIC-HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.