

Republic of the Philippines  
**CGO BORONGAN, EASTERN SAMAR**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

**LORNA B. CABALLA**

**HRMO**

Date: January 09, 2024

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 Department Head I (Tourism Officer)	8852-1	25	102,690.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but limited to the following: *Tourism Awareness and Capability Building Seminar for LGUs *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation, and; *Seminar on Gender and Development Orientation	5 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professionally)/ Second Level Eligibility		City Tourism Office
Must be a Filipino citizen permanently residing the Local Government Unit of Borongan, Eastern Samar.										

2 City Government Assistant Department Head I (Assistant City Social Welfare & Development Officer)	7611-11	23	80,003.00	Bachelor of Science in Social Work	None required	3 years of relevant experience	RA 1080, as amended, (Social Worker)	City Social Welfare & Development Office
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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 **January 26, 2024**.

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](http://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. Authenticated copy of Certificate of Training attended
6. Service Record/ Certificate of Employment (if applicable)
7. Clearances (NBI, Police, Barangay, Court Clearances, Mayor's Clearance)
8. Medical Certificate (attached laboratory tests)
9. Clearance from money, property and work-related accountabilities (if applicable)
10. Authenticated Certificate of Live Birth
11. Authenticated Marriage Certificate (if applicable)
12. We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation.

**HON. JOSE IVAN DAYAN C. AGDA**

City Mayor

E. Cardona st., Brgy. E, Borongan City, E. Samar

[mayorsofficeda@gmail.com](mailto:mayorsofficeda@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**