

Republic of the Philippines
CGO BORONGAN, EASTERN SAMAR
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 BORONGAN, EASTERN SAMAR in the CSC website:


LORNA B. CABALLA
HRMO

Date:



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	Administrative Aide IV (Reproduction Machine Operator II)	1061-43	4	14,400.00	Elementary School graduate	None required	None Required	None required (MC No. 11, s. 1996, CAT III) as amended	N/A	City General Services Office
2	Medical Technologist I	4411-25	11	23,877.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None Required	RA 1080	N/A	City Health Office

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 February 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. 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)

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

JOSE IVAN DAYAN C. AGDA
City Mayor
E. Cardona St., Brgy. E, Borongan City, E. Samar
mayorsofficeda@gmail.com

Thru: LORNA B. CABALLA
CHRMO
City Human Resource & Management Office, Borongan City, E. Samar
caballalorna@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Thru: LORNA B. CABALLA