

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: May 15, 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 | Licensing Officer II | 1091-23 | 15 | 36,619.00 | Bachelor's degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service Professional/ Second Level Eligibility | N/A | City Treasurer's Office |
| 2 | Administrative Officer IV (Fiscal Examiner I) | 1081-14 | 15 | 36,619.00 | Bachelor's degree relevant to the job | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service Professional/ Second Level Eligibility | N/A | City Accounting Office |
| 3 | Cooperative Development Specialist II | 8761-4 | 15 | 36,619.00 | Bachelor's degree relevant to the job | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service Professional/ Second Level Eligibility | N/A | City Cooperatives Office |
| 4 | Administrative Aide I (Utility Worker I) | 1061-9 | 1 | 13,000.00 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-CAT III) | N/A | City General Services Office |
| 5 | Administrative Aide I (Utility Worker I) | 1061-21 | 1 | 13,000.00 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-CAT III) | N/A | City General Services Office |
| 6 | Laboratory Technician I | 8751-55 | 6 | 17,553.00 | Completion of two years studies in college | None required | None required | None required (MC 10, s. 2013-CAT II) | NA | City Engineering Office |

| | | | | | | | | | | |
|---|------------------------------------|---------|---|-----------|----------------------------|---------------|---------------|---|-----|--|
| 7 | Administrative Aide III (Driver I) | 9990-22 | 3 | 14,678.00 | Elementary school graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-CAT IV) | N/A | City Disaster Risk Reduction & Management 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 **May 31, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.