

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 17, 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	Labor and Employment Officer I	5999-2	11	27,000.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD) and/or allied fields	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Public Employment Service Office
2	Administrative Assistant III (Computer Operator II)	1011-8	9	21,211.00	Completion of two years studies in college or High School graduate with relevant vocational trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/ First Level Eligibility/ Data Encoder Eligibility (CSC MC 11, s. 1996-CAT I, as amended)	N/A	City Mayor's 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 **June 3, 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.