

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: 07/11/2022

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 (City Accountant)	1081-1	25	100,788.00	Bachelor's degree in Commerce/ Business Administration, major in Accounting/ Bachelor of Science in Accountancy	None required	He must have acquired experience in the treasury or accounting service for at least five (5) years. Must be a citizen of the Philippines, a resident of the local government unit concerned, of good moral character.	RA 1080 (Certified Public Accountant)	N/A	City Accounting Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation. 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 28, 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](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)

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

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