

**Republic of the Philippines**  
**CITY GOVERNMENT OF BORONGAN**  
**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)**

This is to request the publication of the following vacant positions of City Government of Borongan in the CSC website:

Date: SEP 01 2021

  
**JOSE IVAN DAYAN C. AGDA**  
 (Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment
1	Local Treasury Operations Officer II	1091-14	SG-15	33,575.00	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	N/A	City Treasurer's Office
2	Taxmapper I	1101-8	SG-11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	City Assessor's Office
3	Engineer III	8751-47	SG-19	48,313.00	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Engineer)	N/A	City Engineering Office
4	Engineer III	8751-48	SG-19	48,313.00	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Engineer)	N/A	City Engineering Office
5	Engineer III	8751-49	SG-19	48,313.00	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Engineer)	N/A	City Engineering Office

6	Engineer II	8751-50	SG-16	36,628.00	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Engineer)	N/A	City Engineering Office
7	Engineer III	8752-4	SG-19	48,313.00	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Engineer)	N/A	Office of the City Building Official
8	Dentist II	4411-26	SG-17	39,986.00	Doctor of Dental Medicine	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Dentist)	N/A	City Health Office
9	Nurse II	4411-15	SG-16	36,628.00	Bachelor of Science in Nursing	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Nurse)	N/A	City Health Office
10	Nutrition Officer II	4411-78	SG-14	30,799.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	N/A	City Health Office
11	Administrative Assistant II (Clerk IV)	1051-5	SG-8	18,251.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	N/A	City Civil Registry Office
12	Local Disaster Risk Reduction & Management Assistant	9990-19	SG-8	18,251.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/ First Level Eligibility	N/A	City Disaster Risk Reduction & Management 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 SEP 22 2021

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 present position for one (1) year (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license;
4. Authenticated copy 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 their application to:

**JOSE IVAN DAYAN C. AGDA**

City Mayor

Office of the City Mayor, Borongan City, Eastern Samar

Thru:

**LORNA B. CABALLA**

CGADH/ OIC CHRMO

City Human Resource & Management Office, Borongan City, E. Samar

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