

Electronic copy to be submitted to the CSC FO must be in MS Excel format

**Republic of the Philippines
CITY GOVERNMENT OF BORONGAN
Request for Publication of Vacant Positions**

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:


JOSE IVAN DAYAN C. AGDA
(Head of Agency)
SEP 17 2021

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Agricultural Technologist	8711-7	SG-10	21,205.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian) depending on the functions, duties and responsibilities as indicated in the Position Description Form	N/A	City Agriculture Office
2	Agricultural Technologist	8711-16	SG-10	21,205.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian) depending on the functions, duties and responsibilities as indicated in the Position Description Form	N/A	City Agriculture Office

3	Agricultural Technologist	8711-23	SG-10	21,205.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian) depending on the functions, duties and responsibilities as indicated in the Position Description Form	N/A	City Agriculture Office
4	Agricultural Technologist	8711-25	SG-10	21,205.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian) depending on the functions, duties and responsibilities as indicated in the Position Description Form	N/A	City Agriculture Office
5	Agricultural Technologist	8711-26	SG-10	21,205.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian) depending on the functions, duties and responsibilities as indicated in the Position Description Form	N/A	City Agriculture Office
6	Administrative Assistant II (Disbursing Officer II)	1091-17	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 Treasurer's Office
7	Administrative Officer V	4411-81	SG-18	43,681.00	Bachelor's degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility	N/A	City Health Office
8	Administrative Officer III	1032-10	SG-14	30,799.00	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	N/A	City Human Resource Management Office

9	City Government Department Head I (City Planning & Development Coordinator)	1041-1	SG-25	98,886.00	A holder of college degree preferably in urban planning, development studies, economics, public administration or any related course from a recognized college or university	He must have acquired experience in development planning or in any related field for at least five years	None required	RA 1080 (Environmental Planner)	N/A	Office of the City Planning & Development Coordinator
Must be a citizen of the Philippines, a resident of the local government unit concerned, and of good moral character.										
10	City Government Department Head I (City Human Resource Management Officer)	1032-1	SG-25	98,886.00	Bachelor's degree in Psychology, Human Resource Management, Public Administration, Commerce, Business Administration & Management or other allied courses	Five (5) years of relevant experience	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the City Human Resource Management

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 OCT 06 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;
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.