


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: 11/03/2022

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	Administrative Aide I (Utility Worker I)	1021-13	1	12,517.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996-CAT III as amended)	N/A	Sangguniang Panlungsod 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 **November 21, 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)

12. We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation.

**HON. EMMANUEL T. TIU SONCO**

City Vice Mayor

E. Cardona st., Brgy. E, Borongan City, E. Samar

[borongan.vicemayor@gmail.com](mailto:borongan.vicemayor@gmail.com)

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