

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:

10-24-2017

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 Officer V (Fiscal Examiner III)	1081-11	18	43,681.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Accounting Office
2	Administrative Assistant III (Senior Bookkeeper)	1081-7	9	19,593.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub Professional) First Level Eligibility	N/A	City Accounting Office
3	Revenue Collection Clerk II	1091-5	7	17,179.00	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	N/A	City Treasurer's Office
4	Population Program Officer II	7621-5	15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Population Office
5	Midwife II	4411-7	11	23,877.00	Completion of Midwifery Course	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	City Health Office
6	Midwife I	4411-24	9	19,593.00	Completion of Midwifery Course	None required	None required	RA 1080	N/A	City Health Office
7	Medical Technologist I	4411-25	11	23,877.00	Bachelor's degree in Medical Technology or Bachelor in Public Health	None required	None required	RA 1080	N/A	City Health 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 January 11, 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)

Thru: **LORNA B. CABALLA**

CGADH/ OIC CHRMO

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

[caballalorna@yahoo.com](mailto:caballalorna@yahoo.com)

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