

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:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide III (Utility Worker II)	1061-28	SG-3	11,914.00	Must be able to read and write	None required	None required	None required (MC/ N/A as amended) CAT III.			City General Services Office
2	Administrative Assistant III (Computer Operator II)	1011-8	SG-9	17,473.00	Completion of two years' studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A		City Mayor's 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 **November 23, 2018**

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)

Date: _____

MARIA FE R. ABUNDA
(Head of Agency)

- 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:

MARIA FE R. ABUNDA

City Mayor

Office of the City Mayor, Borongan City, Eastern Samar
mayorsofficeborongan@gmail.com

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

City Human Resource & Management Office, Borongan City, E. Samar
caballalorna@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.