



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:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Administrative Aide III (Clerk I)	1011-7	SG-3	11,914.00	Completion of two years studies in college	None required	None required	Five (5) years in position involving management and supervision	CS Sub Professional	N/A	Office of the City Mayor
2	City Government Department Head I	1032-1	SG-25	82,439.00	Bachelor's degree	Forty (40) hours in training involving management and supervision	None required	Five (5) years in position involving management and supervision	CS Professional	N/A	Office of the City Human Resource Management
3	Administrative Aide IV (Clerk II)	1041-9	SG-4	12,674.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	Office of the City Planning & Development Coordinator
4	Administrative Officer I (Records Officer I)	1051-10	SG-10	18,718.00	Bachelor's degree	None required	None required	None required	CS Professional	N/A	City Civil Registry Office
5	Administrative Officer III (Supply Officer II)	1061-100	SG-14	26,494.00	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	None required	CS Professional	N/A	City General Services Office
6	Carpenter II	1061-36	SG-5	13,481.00	Elementary School graduate	None required	None required	None required	Carpenter (MC 11, s. 1996 as amended CAT II)	N/A	City General Services Office
7	Administrative Aide III (Clerk I)	1061-102	SG-3	11,914.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City General Services Office

MARIA FER ABUNDA
 (Head of Agency)

Date: _____

8	Plumber I	1061-112	SG-3	11,914.00	Elementary School graduate	None required	None required	None required	Pipfitter or Plumber (MC 11, s. 1996, CAT II)	N/A	City General Services Office
9	Administrative Aide IV (Clerk II)	1071-4	SG-4	12,674.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City Budget Office
10	Administrative Aide IV (Accounting Clerk I)	1081-2	SG-4	12,674.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City Accounting Office
11	Administrative Officer IV (Fiscal Examiner II)	1081-14	SG-15	29,010.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	None required	CS Professional	N/A	City Accounting Office
12	Revenue Collection Clerk II	1091-10	SG-7	15,254.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City Treasurer's Office
13	Administrative Officer I (Records Officer I)	1101-9	SG-10	18,718.00	Bachelor's degree	None required	None required	None required	CS Professional	N/A	City Assessor's Office
14	Local Assessment Operations Officer II	1101-10	SG-15	29,010.00	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant training	None required	CS Professional	N/A	City Assessor's Office
15	Sanitation Inspector I	4411-13	SG-6	14,340.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City Health Office
16	City Government Assistant Department Head (Assistant City Health Officer)	4411-29	SG-23	65,604.00	Doctor of Medicine	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	None required	RA 1080 (Physician)	N/A	City Health Office
17	Administrative Aide III (Clerk I)	4411-37	SG-3	11,914.00	Completion of two years studies in college	None required	None required	None required	CS Sub Professional	N/A	City Health Office
18	City Government Department Head I (City Environment & Natural Resources Officer)	8731-1	SG-25	82,439.00	Must be a citizen of the Philippines; a resident of the local government unit concerned; Of good moral character; A holder of a college degree preferably in environment, forestry, agriculture or any related course from a recognized college;	Have acquired experience in environmental and natural resources management, conservation, and utilization, of at least five (5) years	None required	None required	CS Professional	N/A	City Environment & Natural Resources Office
19	Construction & Maintenance General Foreman	8751-5	SG-11	20,179.00	High School graduate	Two (2) years of relevant experience	Eight (8) hours of relevant training	None required	None required (MC 11 s. 1996 as amended CAT III)	N/A	City Engineering Office
20	Engineer II	8751-37	SG-16	31,765.00	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	None required	RA 1080 (Civil Engineer)	N/A	City Engineering Office
21	Instrumentman	8751-46	SG-5	13,481.00	High School graduate	None required	None required	None required	None required (MC 11 s. 1996 as amended CAT III)	N/A	City Engineering Office

22	City Government Department Head I (City Cooperative Officer)	8761-1	SG-25	82,439.00	Must be a citizen of the Philippines, a resident of the local government unit concerned; Of good moral character; a holder of a college degree preferably in business administration with special training in cooperatives or any related course from a recognized college or university.	He must have experience in cooperatives organization and management of at least five years.	None required	CS (Professional) Second Level Eligibility	N/A	City Cooperative Office
23	City Government Department Head I	8752-1	SG-25	82,439.00	Bachelor's degree relevant to the job	Five (5) years in position involving in management and supervision	Forty (40) hours in training involving management & supervision	RA 1080 (Engineer)/ RA 1080 (Architect)	N/A	Office of the City Building Official
24	City Government Department Head I	8811-9	SG-25	82,439.00	Bachelor's degree	Five (5) years in position involving in management and supervision	Forty (40) hours in training involving management & supervision	CS Professional	N/A	Public Market & Slaughterhouse Office
25	City Government Assistant Department Head I	8811-10	SG-23	65,604.00	Bachelor's degree	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Professional	N/A	Public Market & Slaughterhouse Office
26	City Government Department Head I	8821-1	SG-25	82,439.00	Bachelor's degree	Five (5) years in position involving in management and supervision	Forty (40) hours in training involving management & supervision	CS Professional	N/A	Borongon City Transport Terminal Office
27	Ticket Checker	8821-19	SG-3	11,914.00	High School graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	Borongon City Transport Terminal Office
28	Administrative Aide I (Utility Worker I)	8811-16	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	Public Market & Slaughterhouse Office

29	Social Welfare Assistant	7611-4	SG-8	16,282.00	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	CSWD Office
30	Registration Officer I	1051-2	SG-10	18,718.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Civil Registry Office
31	Agricultural Technologist	8711-5	SG-10	18,718.00	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)	N/A	City Agriculture Office
32	Agricultural Technologist	8711-9	SG-10	18,718.00	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)	N/A	City Agriculture Office
33	Midwife III	4411-6	SG-13	24,224.00	Midwifery Course	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
34	Administrative Aide VI (Utility Foreman)	1061-11	SG-6	14,340.00	Elementary School graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City General Services 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 **December 28, 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)
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.