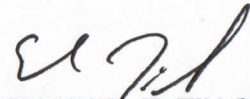


**Republic of the Philippines**  
**CITY GOVERNMENT OF BORONGAN**  
**Request for Publication of Vacant Positions**

**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:

  
**EMMANUEL T. TIU SONCO**

City Vice Mayor

Date: OCT 21 2019

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 IV (Clerk II)	1021-2	SG-4	13,214.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Sangguniang Panlungsod Office
2	Administrative Aide III (Clerk I)	1021-23	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Sangguniang Panlungsod 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 NOV 08 2019.

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 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:

**EMMANUEL T. TIU SONCO**  
City Vice 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

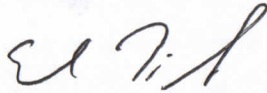
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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Request for Publication of Vacant Positions

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EMMANUEL T. TIU SONCO  
City Vice Mayor

Date: OCT 21 2019

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Administrative Aide I (Utility Worker I)	1021-6	SG-1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 as amended CAT III)	N/A	Sangguniang Panlungsod Office
4	Administrative Aide I (Utility Worker I)	1021-13	SG-1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 as amended CAT III)	N/A	Sangguniang Panlungsod Office
5	Administrative Aide I (Utility Worker I)	1021-18	SG-1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 as amended CAT III)	N/A	Sangguniang Panlungsod Office
6	Administrative Aide I (Utility Worker I)	1021-25	SG-1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 as amended CAT III)	N/A	Sangguniang Panlungsod Office

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