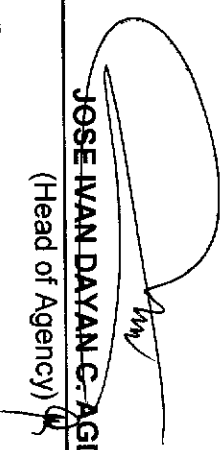


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:


JOSE IVAN DAYAN C. AGDA
(Head of Agency)
Date: MAR 19 2021

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Competency (if applicable) | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|--|---------------|---|---|--|----------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | | | |
| 1 | City Government Department Head I (City Treasurer) | 1091-1 | SG-25 | 96,985.00 | A holder of a college degree preferably in commerce, public administration or law from a recognized college or university | None required | He must have acquired experience in treasury or accounting service for at least five (5) years | A first grade civil service eligible or its equivalent / CS (Professional) Second Level Eligibility | | n/a | City Treasurer's Office |
| 2 | City Government Department Head I (City Cooperatives Officer) | 8761-1 | SG-25 | 96,985.00 | 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 Must be a citizen of the Philippines, a resident of the local government unit concerned, and of good moral character | None required | He must have acquired experience in cooperatives organization and management of at least five (5) years | A first grade civil service eligible or its equivalent / CS (Professional) Second Level Eligibility | | n/a | Office of the City Cooperatives Officer |

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 APR 13 2021.

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:

JOSE IVAN DAYAN C. AGDA

City Mayor

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.