

Republic of the Philippines  
**CGO BORONGAN, EASTERN SAMAR**  
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)

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**  
MRMO

Date: 08/05/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	City Government Assistant Department Head I	1041-12	23	78,455.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Planning & Development Coordinator's Office
2	Administrative Officer III (Supply Officer II)	1061-100	14	32,321.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City General Services Office
3	Ticket Checker	8821-6	3	14,125.00	High School graduate	None required	None required	None required (MC 11, s. 1996, CAT III as amended)	N/A	City Transport Terminal Office

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 **August 23, 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)
12. We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation.

**HON. JOSE IVAN DAYAN C. AGDA**

City Mayor

E. Cardona st., Brgy. E, Borongan City, E. Samar

[mayorsofficeda@gmail.com](mailto:mayorsofficeda@gmail.com)

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