

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: AUG 17 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Aide III (Utility Worker II)	1061-12	SG-3	13,572.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 CAT III) as amended	N/A	City General Services Office	
2	Administrative Aide I (Utility Worker I)	1061-29	SG-1	12,034.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 CAT III) as amended	N/A	City General Services Office	
3	Livestock Inspector I	8721-3	SG-6	16,200.00	Completion of two years studies in college	None required	None required	None required (MC 11, s. 1996 CAT III) as amended	N/A	City Veterinary Office	
4	Local Disaster Risk Reduction and Management Officer I	9990-3	SG-11	23,877.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	City Disaster Risk Reduction & Management Office	
5	Personnel Specialist I	1032-10	SG-13	28,276.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	City Human Resource Management Office	
6	Licensing Officer II	1011-24	SG-15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	City Mayor's Office	

7	Licensing Officer II	1011-25	SG-15	33,575.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	City Mayor's Office
8	Watchman III	1061-58	SG-7	17,179.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 CAT III) as amended	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 CFP 06 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 their application to:

JOSE IVAN DAYAN C. AGDA

City Mayor

Thru:

Office of the City Mayor, Borongan City, Eastern Samar

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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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide III (Utility Worker II)	1016-3	SG-3	13,572.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 CAT III) as amended	N/A	City Vice Mayor's Office


EMMANUEL T. TUSONCO
(Head of Agency)
Date: **AUG 17 2021**

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EMMANUEL T. TUSONCO

Thru:

City Vice Mayor

Office of the City Mayor, Borongan City, Eastern Samar

LORNA B. CABALLA

CGADH/HRMO

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

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