

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:

10-20-2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Clerk I)	4411-27	SG-3	13,572.00	Completion of two years studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility	n/a	City Health Office
2	Administrative Aide I (Utility Worker I)	4411-65	SG-1	12,034.00	Must be able to read and write	None required	None required	None Required (MC 11, s. 1996 as amended CAT III)	n/a	City Health Office
3	Administrative Aide I (Utility Worker I)	4411-66	SG-1	12,034.00	Must be able to read and write	None required	None required	None Required (MC 11, s. 1996 as amended CAT III)	n/a	City Health Office
4	Administrative Aide I (Utility Worker I)	4411-67	SG-1	12,034.00	Must be able to read and write	None required	None required	None Required (MC 11, s. 1996 as amended CAT III)	n/a	City Health Office
5	Special Operations Officer III	1011-23	SG-18	43,681.00	Bachelor's degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional)/ Second Level Eligibility	n/a	City Mayor's Office

6	City Government Department Head I (City Transportation Regulation Officer)	8821-1	SG-25	98,886.00	Bachelor's degree in public administration, Commerce, Business Administration and other allied courses	Five (5) years of relevant experience	None required	Career Service (Professional)/ Second Level Eligibility	n/a	City Transport Terminal Office
7	Social Welfare Assistant	7611-4	SG-8	18,251.00	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	City Social Welfare & Development Office
8	Day Care Worker I	7611-24	SG-6	16,200.00	High School graduate	None required	None required	None Required (MC 11, s. 1996 as amended CAT III)	n/a	City Social Welfare & Development 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 NOVEMBER 10, 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

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.