

Republic of the Philippines
CGO BORONGAN, EASTERN SAMAR
Request for Publication of Vacant Positions

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:


JOSE IVAN DAYAN C. AGDA

City Mayor

Date:

NOV 11 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	City Government Assistant Department Head I (Assistant City Assessor)	1101-02	23	76,907.00	A holder of college degree preferably in civil, or mechanical engineering, commerce, 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 assessment or any related field for at least three (3) years.	RA 1080 (Real Estate Service)	N/A	City Assessor's Office
2	Licensing Officer IV	1091-22	SG-22	68,415.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	City Treasurer's Office
3	Administrative Aide I (Utility Worker I)	1061-31	SG-1	12,034.00	Must be able to read and write.	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City General Services Office
4	Administrative Aide I (Utility Worker I)	1061-81	SG-1	12,034.00	Must be able to read and write.	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City General Services Office
5	Administrative Aide I (Utility Worker I)	1061-86	SG-1	12,034.00	Must be able to read and write.	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City General Services Office
6	Administrative Aide III (Utility Worker II)	3311-12	SG-3	13,572.00	Must be able to read and write.	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City School's Division Office
7	Laboratory Aide I	4411-62	SG-2	12,790.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Health Office
8	Administrative Aide I (Utility Worker I)	4411-68	SG-1	12,034.00	Must be able to read and write.	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Health Office

9	Administrative Aide III (Clerk I)	4411-64	SG-3	13,572.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub Professional/ First	N/A	City Health Office
10	Midwife III	4411-3	SG-13	28,276.00	Completion of Midwifery course	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Midwife)	N/A	City Health Office
11	Ticket Checker	8821-6	SG-3	13,572.00	High School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Transport Terminal Office
12	Construction & Maintenance Man	8751-16	SG-2	12,790.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Engineering Office
13	Construction & Maintenance Man	8751-23	SG-2	12,790.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Engineering Office
14	Construction & Maintenance Man	8751-28	SG-2	12,790.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City Engineering Office
15	Disability Affairs Assistant	7611-23	SG-8	18,251.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub Professional/First Level Eligibility	N/A	City Social Welfare and Development Office
16	Light Equipment Operator	1061-110	SG-2	12,790.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996, CAT III)	N/A	City General Services 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 November 29, 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 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)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE IVAN DAYAN C. AGDA

City Mayor

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

mayorsofficeda@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.