

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:

LORNA B. CABALLA
HRMO
Date: November 21, 2023

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 Department Head I (City Environment and Natural Resources Officer)	8731-1	25	102,690.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None required	Five (5) years experience in environmental and natural resources management, conservation and utilization	Career Service Professional/ Second Level Eligibility	n/a	City Environment and Natural Resources Office	
2	Social Welfare Officer II	7611-25	15	36,619.00	Bachelor's degree in Social Work	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Social Worker)	n/a	City Social Welfare & Development Office	
3	Administrative Aide VI (Clerk III)	1011-5	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	n/a	City Mayor's 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 **December 7, 2023**.

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)
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.