

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: January 15, 2024

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	Administrative Officer III (Cashier II)	1091-15	14	33,843.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility		City Treasurer's Office
2	Senior Administrative Assistant II (Computer Operator IV)	1091-27	14	38,843.00	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Subprofessional)/ Data Encoder (MC11, s. 1996 CAT I)/ First Level Eligibility		City Treasurer's Office
3	Engineer II	8751-2	16	39,672.00	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Civil Engineer)		City Engineering Office
4	Engineer I	8751-40	12	29,165.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Civil Engineer)		City Engineering Office
5	Engineer I	8751-54	12	29,165.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Mechanical Engineer)		City Engineering Office
6	Population Program Officer I	7621-2	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		City Population Office

7	Administrative Aide I (Utility Worker I)	4411-68	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, CAT III)	City Health Office
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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 **January 31, 2024**.

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.