

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 16, 2024

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	
1	City Government Department Head I (Secretary to the Sanggunian)	1021-1	25	102,690.00	Bachelor's degree preferably in Law, Commerce of Public Administration	None required	None	Career Service (Professional)/ Second Level Eligibility or its equivalent	Sangguniang Panlungsod Office
2	Local Legislative Staff Officer III	1021-4	16	39,672.00	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	Sangguniang Panlungsod Office
3	Local Legislative Staff Assistant II	1021-10	8	19,744.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	Sangguniang Panlungsod Office
4	Local Legislative Staff Assistant I	1021-63	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Sangguniang Panlungsod 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 **February 1, 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. EMMANUEL T. TIU SONCO

City Vice Mayor

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

sangguniangpanlungsodborongan@outlook.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.