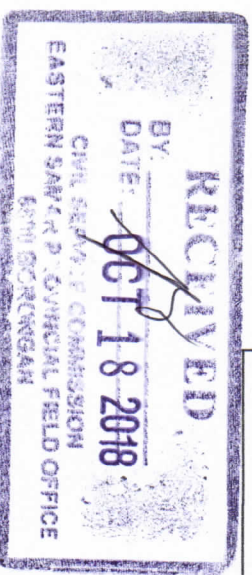


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

Maria Fe R. Abunda
MARIA FE R. ABUNDA
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Utility Worker II)	1061-12	SG-3	11,914.00	Must be able to read and write	None required	None required	None required (MC N/A as amended) CAT III.		City General Services Office
2	Administrative Aide III (Utility Worker II)	1061-28	SG-3	11,914.00	Bachelor's degree relevant to the job	None required	None required	None required (MC N/A as amended) CAT III.		City General Services Office
3	Administrative Officer I (Records Officer I)	1061-109	SG-10	18,718.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City General Services Office
4	Light Equipment Operator	1061-110	SG-2	11,200.00	Elementary school graduate	None required	None required	None required (MC N/A as amended) CAT III.		City General Services Office

5.	Midwife III	4411-12	SG-13	24,224.00	Completion of Midwifery Course	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
6	Midwife II	4411-7	SG-11	20,179.00	Completion of Midwifery Course	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
7	Midwife II	4411-8	SG-11	20,179.00	Completion of Midwifery Course	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
8	Midwife I	4411-23	SG-9	17,473.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	N/A	City Health Office
9	Midwife I	4411-24	SG-9	17,473.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	N/A	City Health Office
10	Administrative Assistant I (Computer Operator I)	6520-2	SG-7	15,254.00	Completion of two years' studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Solid Waste Management Office
11	Administrative Aide I (Laborer I)	6520-6	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Solid Waste Management Office
12	Meat Inspector I	8721-4	SG-6	14,340.00	Completion of two years' studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Veterinary Office
13	Meat Inspector I	8721-9	SG-6	14,340.00	Completion of two years' studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Veterinary Office
14	Administrative Aide I (Utility Worker I)	8721-8	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Veterinary 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 5, 2018**

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:

MARIA F E R. ABUNDA

City Mayor

Office of the City Mayor, Borongan City, Eastern Samar

mayorsofficeborongan@gmail.com

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

City Human Resource & Management Office, Borongan City, E. Samar

caballalorna@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.