

**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:

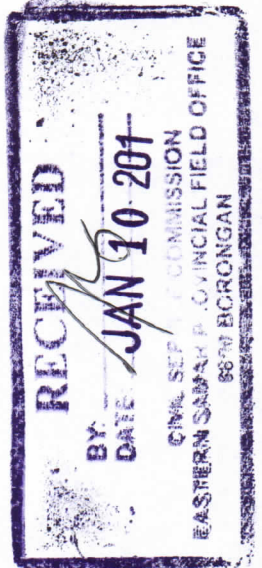

MARIA FE R. ABUNDA
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Assistant I (Computer Operator I)	1032-7	SG-7	15,254.00	Completion of two years studies in college	None required	None required	CS Sub Professional	N/A	City Human Resource Management Office
2	Traffic Operations Officer I	1061-61	SG-11	20,179.00	Bachelor's degree	None required	None required	CS Professional	N/A	City General Services Office
3	Administrative Aide III (Clerk I)	8811-6	SG-3	11,914.00	Completion of two years studies in college	None required	None required	CS Sub Professional	N/A	Public Market & Slaughterhouse Office
5	Midwife II	4411-17	SG-11	20,179.00	Midwifery Course	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
6	Environmental Management Specialist I	8731-3	SG-11	20,179.00	Bachelor's degree relevant to the job	None required	None required	CS Professional	N/A	City Environment & Natural Resources 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 **January 21, 2019**

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 FE R. ABUNDA
City Mayor
Office of the City Mayor, Borongan City, Eastern Samar
mayorsofficeborongan@gmail.com

LORNA B. CABALLA
CGADH/ OIC CHRMO
City Human Resource & Management Office, Borongan City, E. Samar
caballalorna@yahoo.com

Thru:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.