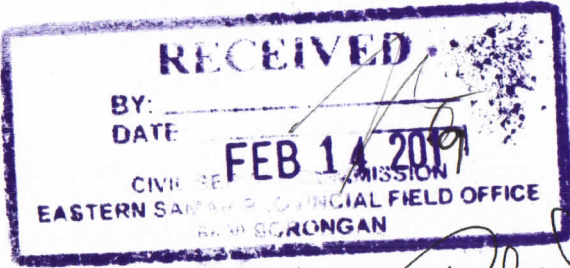


Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
CITY GOVERNMENT OF BORONGAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)



MARIA FE R. ABUNDA
(Head of Agency)

This is to request the publication of the following vacant positions of City Government of Borongan in the CSC website:

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 Officer V (HRMO III)	1032-2	SG-18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	CHRM Office
2	Administrative Assistant IV (Bookbinder IV)	1061-115	SG-10	19,233.00	Elementary School graduate	None required	Two (2) years of relevant experience	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City General Services Office
3	City Government Assistant Department Head (Assistant City Treasurer)	1091-2	SG-23	73,811.00	Citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of college degree preferably in Commerce, Public Administration, or Law from a recognized college or university	None required	Three (3) years experience in the treasury or accounting service	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office

4	Sanitation Inspector III	4411-30	SG-11	20,754.00	Completion of two years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	City Health Office
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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 _____

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 their application to:

MARIA FE R. ABUNDA

City Mayor

Office of the City Mayor, Borongan City, Eastern Samar

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.