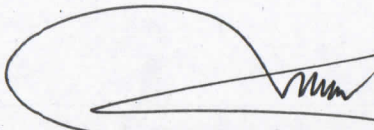


Republic of the Philippines
CITY GOVERNMENT OF BORONGAN
Request for Publication of Vacant Positions

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:



JOSE IVAN DAYAN C. AGDA
(Head of Agency)

Date: JAN 06 2020

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	City Government Assistant Department Head I	8751-34	SG-23	73,811.00	Master's degree OR Certificate in Leadership & Management from the CSC (Bachelor's degree relevant to the job with appropriate RA 1080 for positions the duties and responsibilities of which involve practice of profession; Bachelor's degree relevant to the job with Master's Degree or Bachelor's degree relevant to the job with Bachelor of Laws or Bachelor's degree relevant to the job with Certificate in Leadership and Management from the CSC)	120 hours * of supervisory/ management learning and development intervention undertaken within the last five (5) years (*For licensed professionals or trainings relevant to the practice of profession may constitute a maximum of 40 hours relevant to the job technical training and the remaining 80 hours shall be supervisory/ management learning and development intervention	Five (5) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility preferably RA 1080 (Civil Engineer)	Leadership Competencies: (1) Building Collaborative & Inclusive Working Relationships skills-Advanced; (2) Managing Performance & Coaching for Results skills-Advanced; (3) Leading Change skills-Advanced; (4) Thinking Strategically skills-Advanced; (5) Creating & Nurturing a High Performing Organization skills-Advanced	City Engineering 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 JAN 30 2020.

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:

JOSE IVAN DAYAN G. AGDA, CoE

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.