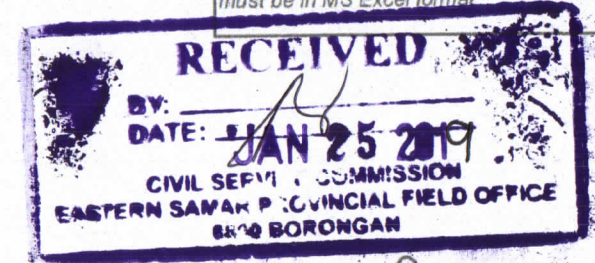


Electronic copy to be submitted to the CSC FO must be in MS Excel format

**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	Legal Assistant II	1011-14	SG-12	22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/Second Level Eligibility	N/A	City Mayor's Office
2	Administrative Aide I (Utility Worker I)	1011-16	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Mayor's Office
3	Administrative Aide I (Utility Worker I)	1011-17	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Mayor's Office
4	Administrative Officer III (Cashier II)	1091-15	SG-14	26,494.00	Bachelor's degree	4 hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	City Treasurer's Office
5	Revenue Collection Clerk II	1091-8	SG-7	15,254.00	Completion of two years studies in college	None required	None required	CS Sub Professional/First Level Eligibility	N/A	City Treasurer's Office

6	Senior Administrative Assistant I (Communication Equipment Operator V)	1061-115	SG-13	24,224.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Appropriate License (MC 11, s. 1996 as amended CAT II)	N/A	City General Services Office
7	Administrative Aide I (Crafts & Trades Helper I)	1061-116	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City General Services Office
8	Traffic Aide I	1061-117	SG-3	11,914.00	High School graduate	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City General Services Office
9	Traffic Aide I	1061-118	SG-3	11,914.00	High School graduate	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City General Services Office
10	Administrative Aide I (Laborer I)	6520-7	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
11	Administrative Aide I (Laborer I)	6520-8	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
12	Administrative Aide I (Laborer I)	6520-9	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
13	Administrative Aide I (Laborer I)	6520-10	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
14	Administrative Aide I (Laborer I)	6520-11	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
15	Administrative Aide I (Laborer I)	6520-12	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
16	Administrative Aide I (Laborer I)	6520-13	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office

17	Administrative Aide I (Laborer I)	6520-14	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
18	Administrative Aide I (Laborer I)	6520-15	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
19	Administrative Aide I (Laborer I)	6520-16	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Solid Waste Management Office
20	Veterinarian I	8721-11	SG-13	24,224.00	Doctor of Veterinary Medicine	None required	None required	RA 1080 (Veterinarian)	N/A	City Veterinary Office
21	Veterinarian I	8721-12	SG-13	24,224.00	Doctor of Veterinary Medicine	None required	None required	RA 1080 (Veterinarian)	N/A	City Veterinary Office
22	Administrative Aide I (Utility Worker I)	8721-13	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Veterinary Office
23	Administrative Aide I (Utility Worker I)	8721-14	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Veterinary Office
24	Nurse I	9990-13	SG-11	20,179.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	N/A	City Disaster Risk Reduction & Management Office
25	Administrative Aide I (Laborer I)	9990-14	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Disaster Risk Reduction & Management Office
26	Administrative Aide I (Laborer I)	9990-15	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Disaster Risk Reduction & Management Office
27	Administrative Aide III (Driver I)	9990-16	SG-3	11,914.00	Elementary School graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 as amended CAT IV)	N/A	City Disaster Risk Reduction & Management Office

28	Administrative Aide IV (Storekeeper I)	9990-17	SG-4	12,674.00	Elementary School graduate	None required	None required	None required (MC No. 11, s. 1996 as amended CAT III)	N/A	City Disaster Risk Reduction & Management Office
29	Sanitation Inspector III	4411-30	SG-11	20,179.00	Completion of two years' studies in college	None required	None required	Career Service Subprofessional/ First Level eligibility	N/A	City Health 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 **February 8, 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](http://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.**