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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:

  
**JOSE IVAN DAYAN C. AGDA**  
(Head of Agency)

Date: **FEB 27 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 Department Head I (City Population Officer)	7621-1	SG-25	95,083.00	A resident of the local government unit concerned, of good moral character, a holder of a college degree with specialized training in population development from a recognized college or university	None required	He must have experience in the implementation of programs on population development or responsible parenthood for at least five (5) years	A first grade civil service eligible or its equivalent / Career Service (Professional) Second Level Eligibility	n/a	City Population Office
2	Administrative Officer I (Records Officer I)	1061-109	SG-10	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	City General Services Office
3	Administrative Aide I (Utility Worker I)	1061-85	SG-1	11,068.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	n/a	City General Services Office



4	Administrative Officer II (Budget Officer I)	1071-2	SG-11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	City Budget Office
5	Revenue Collection Clerk II	1091-20	SG-7	15,738.00	Completion of two year's studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	n/a	City Treasurer's Office
6	Midwife IV	4411-32	SG-15	30,531.00	Completion of Midwifery course	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 (Midwife)	n/a	City Health Office
8	Agricultural Technologist	8711-14	SG-10	19,233.00	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian)	n/a	City Agriculture Office
9	Agricultural Technologist	8711-22	SG-10	19,233.00	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian)	n/a	City Agriculture Office
10	Agricultural Technologist	8711-28	SG-10	19,233.00	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian)	n/a	City Agriculture Office
11	Livestock Inspector I	8721-10	SG-6	14,847.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility	n/a	City Veterinary Office



12	Construction & Maintenance Man	8751-30	SG-2	11,761.00	Elementary school graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	n/a	City Engineering Office
13	Draftsman I	8751-36	SG-6	14,847.00	Completion of two years studies in College or High School Graduate with relevant vocational trade course	None required	None required	Career Service (Subprofessional) Draftsman (MC 11, s. 1996 as amended-Cat. II) First Level Eligibility	n/a	City Engineering Office
14	Administrative Aide III (Clerk I)	8752-2	SG-3	12,466.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Building Official
15	Revenue Collection Clerk I	8821-4	SG-5	14,007.00	Completion of two year's studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	n/a	City Transport Terminal 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 **MAR 20 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](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 or send through courier/email their application to:

**JOSE IVAN DAYAN C. AGDA**

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.**