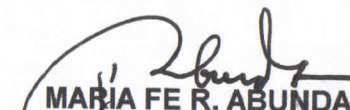


Electronic copy to be submitted to the CSC FO must be in MS Excel format

**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:

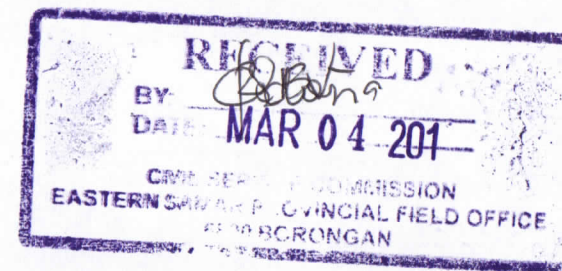

MARIA FE R. ABUNDA
(Head of Agency)

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	Administrative Aide III (Utility Worker II)	1061-76	SG-3	12,466.00	Elementary school graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III)	n/a	City General Services Office
2	Construction & Maintenance Man	8751-27	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
3	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

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 March 15, 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

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

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

caballalorna@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.