


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

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

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: APR 24 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	Nurse IV	4411-31	SG-19	45,269.00	Bachelor's degree in Nursing	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Nurse)	n/a		City Health Office
2	Administrative Aide I (Utility Worker I)	4411-65	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 Health Office
3	Administrative Aide I (Utility Worker I)	4411-66	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 Health Office
4	Administrative Aide I (Utility Worker I)	4411-67	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 Health Office

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
5	Administrative Aide I (Utility Worker I)	4411-68	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 Health Office
6	Senior Agriculturist	8711-36	SG-18	40,637.00	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian)	n/a	City Agriculture Office
7	Senior Agriculturist	8711-37	SG-18	40,637.00	Bachelor's degree in Agriculture and other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian)	n/a	City Agriculture 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 MAY 13 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 C. AGDA

City Mayor

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

Office of the City Mayor, Borongan City, Eastern Samar

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.