


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:

JUN 04 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 Architect)	8741-1	SG-25	95,083.00	Bachelor's degree in Architecture	None required	Must have practiced his profession for at least five (5) years	RA 1080 (Licensed Architect)	N/A	Office of the City Architect
Must be a citizen of the Philippines, a resident of the local government unit concerned, of good moral character.										
2	Administrative Assistant II (Clerk IV)	1051-5	SG-8	16,758.00	Must be able to read and write	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	n/a	City Civil Registry Office
3	Light Equipment Operator	1061-110	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 General Services Office
4	Administrative Aide III (Utility Worker II)	4411-57	SG-3	12,466.00	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
5	Administrative Aide III (Utility Worker II)	4411-58	SG-3	12,466.00	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

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6	Administrative Aide III (Utility Worker II)	4411-60	SG-3	12,466.00	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
7	Administrative Aide III (Utility Worker II)	4411-61	SG-3	12,466.00	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
8	Sanitation Inspector V	4411-38	SG-15	30,531.00	Completion of two (2) years studies in college	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	n/a	City Health Office
9	Youth Development Officer I	7611-9	SG-10	19,233.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	City Social Welfare & Development Office
10	Administrative Aide I (Utility Worker I)	9990-18	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 Disaster Risk Reduction & Management Office
11	Agricultural Technologist	8711-10	SG-10	19,233.00		None required	None required	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 JUN 23 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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.