


**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: JUL 15 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 Social Welfare & Development Officer)	7611-1	SG-25	95,083.00	A duly licensed social worker or a holder of college degree preferably in Sociology or any related course from arecognized college or university	None required	Must have acquired experience in the practice of social work for at least five (5) years	RA 1080 (Social Worker)	N/A	City Social Welfare & Development Office
Must be a citizen of the Philippines, a resident of the local government unit concerned, of good moral character.										
2	City Government Assistant Department Head I (Assistant City Treasurer)	1091-2	SG-23	73,811.00	Aa holder of college degree preferably in Commerce, Public Administration, or Law from a recognized college or university	None required	Must have acquired experience for at least five (5) years in the treasury or accounting service	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office
Must be a citizen of the Philippines, a resident of the local government unit concerned, of good moral character.										

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 AUG 03 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.**