


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: AUG 06 2019

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 (Clerk I)	1011-7	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility)	n/a	City Mayor's Office
2	Administrative Assistant III (Computer Operator II)	1011-8	SG-9	17,975.00	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub professional) First Level Eligibility)	n/a	City Mayor's Office
3	Administrative Aide III (Clerk I)	1032-5	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility)	n/a	City Human Resource Management Office
4	Administrative Aide VI (Clerk III)	1051-3	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 Civil Registry Office
5	Engineer I	1061-114	SG-12	22,938.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Civil Engineer)	n/a	City General Services Office
6	Watchman III	1061-50	SG-7	15,738.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 as mended CAT III)	n/a	City General Services Office

7	Administrative Aide III (Utility Worker II)	1061-76	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 General Services Office
8	Heavy Equipment Operator II	1061-111	SG-6	14,847.00	High School graduate or completion of relevant Vocational Trade Course	None required	None required	Heavy Equipment Operator (MC 11, s.96 as amended) CAT II	N/A	City General Services Office
9	Administrative Officer II (Fiscal Examiner I)	1081-5	SG-11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level	n/a	City Accounting Office
10	Administrative Officer IV (Fiscal Examiner II)	1081-6	SG-15	30,531.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level	n/a	City Accounting Office
11	Accountant IV	1081-15	SG-22	65,319.00	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080 (Accountant)	n/a	City Accounting Office
12	City Government Department Head I (City Treasurer)	1091-1	SG-25	95,083.00	Citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of college degree preferably in Commerce, Public Administration, or Law from a recognized college or university	None required	Five (5) years experience in the treasury or accounting service	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office
13	City Government Assistant Department Head I (Assistant City Treasurer)	1091-2	SG-23	73,811.00	Citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of college degree preferably in Commerce, Public Administration, or Law from a recognized college or university	None required	Three (3) years experience in the treasury or accounting service	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office
14	Revenue Collection clerk II	1091-8	SG-7	15,738.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	n/a	City Treasurer's Office



15	Revenue Collection clerk II	1091-10	SG-7	15,738.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	n/a	City Treasurer's Office
16	Administrative Aide III (Clerk I)	1091-21	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility	n/a	City Treasurer's Office
17	Licensing Officer I	1091-24	SG-11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level	n/a	City Treasurer's Office
18	Assessment Clerk II	1101-4	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 Assessor's Office
19	Assessment Clerk III	1101-12	SG-9	17,975.00	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub Professional) First Level Eligibility	n/a	City Assessor's Office
20	Administrative Officer II (Information Officer I)	1121-2	SG-11	20,754.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level	n/a	City Information Office
21	Midwife II	4411-18	SG-11	20,754.00	Midwifery Course	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
22	Midwife II	4411-19	SG11	20,754.00	Midwifery Course	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Midwife)	N/A	City Health Office
23	Sanitation Inspector II	4411-20	SG-8	16,758.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub Professional) First Level Eligibility	N/A	City Health Office
24	Administrative Aide III (Clerk I)	4411-28	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility)	n/a	City Health Office
25	Administrative Aide III (Clerk I)	4411-37	SG-3	12,466.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility)	n/a	City Health Office
26	Social Welfare Assistant	7611-4	SG-8	16,758.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub Professional) First Level Eligibility	N/A	City Social Welfare & Development Office
27	Engineer II	8751-37	SG-16	33,584.00	Bachelor's degree in Engineering relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (Civil Engineer)	n/a	City Engineering Office

28	City Government Department Head I (City Engineer)	8751-1	SG-25	95,083.00	A citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a Licensed Civil Engineer	None required	Must have practiced of his profession for at least five (5) years	RA 1080 (Civil Engineer)	n/a	City Engineering Office
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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 August 22, 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](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, CoE**

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.**