


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 30 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	Construction & Maintenance Man	8751-9	SG-2	11,761.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 as mended CAT III)	n/a	City Engineering 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

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 September 20, 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.