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must be in MS Excel format

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: OCT 29 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 Assessor)	1101-1	SG-25	96,985.00	A holder of a college degree preferably in civil or mechanical engineering, commerce, or any other related course from recognized college or university	None required	Must have acquired experience in real property assessment work or in any related field for at least five (5) years	RA 1080 (Real Estate Service)	N/A	City Assessor's 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 Budget Officer)	1071-8	SG-23	75,359.00	Master's degree OR Certificate in Leadership & Management from the CSC or Bachelor of Laws	120 hours of supervisory/ management training/learning and development intervention	Five (5) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Leadership Competencies: (1) Building Collaborative & Inclusive Working Relationships skills- Advanced; (2) Managing Performance & Coaching for Results skills-Advanced; (3) Leading Change skills- Advanced; (4) Thinking Strategically skills- Advanced; (5) Creating & Nurturing a High Performing Organization skills- Advanced	City Budget 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 NOV 20 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~~ ^{is advised} to hand in or send through courier/email their application to:

JOSE IVAN DAYAN G. AGDA
City Mayor

Thru:

LORNA B. CABALLA
CGADH/ OIC CHRMO
City Human Resource & Management Office, Borongan City, E. Samar

Office of the City Mayor, Borongan City, Eastern Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.