

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: **NOV 11 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 Assistant II (Clerk IV)	1051-5	SG-8	16,758.00	Completion of two (2) years studies in college	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
2	Administrative Officer V (Fiscal Examiner III)	1081-11	SG-18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Accounting Office
3	Draftsman I	1041-8	SG-6	14,847.00	Completion of two (2) years studies in college or High School graduate with relevant vocational trade course	None required	None required	Career Service (SubProfessional) First Level Eligibility; Draftsman (MC 11,s. 1996 as amended-CAT II)	N/A	City Planning & Development Coordinator's Office
4	Draftsman I	8751-36	SG-6	14,847.00	Completion of two (2) years studies in college or High School graduate with relevant vocational trade course	None required	None required	Career Service (SubProfessional) First Level Eligibility; Draftsman (MC 11,s. 1996 as amended-CAT II)		City Engineering Office
5	Agricultural Technologist	8711-5	SG-10	19,233.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist/ Agricultural Engineer/ Fisheries Technologist/ Vetreinarian)	N/A	City Agriculture Office

6	Agricultural Technologist	8711-9	SG-10	19,233.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist/ Agricultural Engineer/ Fisheries Technologist/ Vetreinarian)	N/A	City Agriculture Office
7	Construction & Maintenance Man	8751-9	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
8	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 NOV 27 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;
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.