


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: DEC 20 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	City Government Assistant Department Head I (Assistant City Engineer)	8751-34	SG-23	73,811.00	Bachelor's degree relevant to the job with appropriate RA 1080 for positions the duties and responsibilities of which involve practice of profession	40 hours relevant to the job technical training and 80 hours supervisory/ management learning and development intervention undertaken within the last five years reckoned from the date of assessment	Three (3) years of relevant experience	RA 1080 (Engineer)	Leadership Competencies: (1) Building Collaborative & Inclusive Working Relationships skills-Advance; (2) Managing Performance & Coaching for Results skills-Advance; (3) Leading Change skills-Advance ; (4) Thinking Strategically skills-Advance; (5) Creating & Nurturing a High Performing Organization skills-Advance	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 JAN 15 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 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.