

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:

MARIA FE R. ABUNDA
(Head of Agency)✓

Date: 08.06.2018

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 I (Bookbinder III)	1032-9	SG-7	15,254.00	Elementary School graduate	None required	None required	None required (MC 11 s. 1996 as amended) CAT III.	N/A	City Human Resource Management Office
2	Project Development Officer I	1041-2	SG-11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Eligibility	N/A	City Planning & Dev't. Coordinator's Office
3	Traffic Aide I	1061-107	SG-3	11,914.00	High School graduate	None required	None required	None required (MC 11 s. 1996 as amended) CAT III.	N/A	City General Services Office
4	Traffic Aide I	1061-108	SG-3	11,914.00	High School graduate	None required	None required	None required (MC 11 s. 1996 as amended) CAT III.	N/A	City General Services Office
5	Heavy Equipment Operator II	1061-111	SG-6	14,340.00	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

6	Welder I	1061-113	SG-4	12,674.00	Elementary school graduate	None required	None required	Welder (MC 11, s. 1996 as amended) CAT II	N/A	City General Services Office
7	Engineer I	1061-114	SG-12	22,149.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Engineer)	N/A	City General Services Office
8	Accountant IV	1081-15	SG-22	58,717.00	Bachelor's degree in Accountancy, BS Commerce & BS Business Administration (major in Accounting)	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080 (Accountant)	N/A	City Accounting Office
9	Sanitation Inspector V	4411-38	SG-15	29,010.00	Completion of two years' studies in college	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Subprofessional Eligibility	N/A	City Health Office
10	Laboratory Aide I	4411-39	SG-2	11,200.00	Elementary School graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Health Office
11	Administrative Aide I (Utility Worker I)	4411-40	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Health Office
12	City Government Department Head I	6520-1	SG-25	82,439.00	Bachelor's degree	Five (5) years in positions involving management and supervision	Thirty two (32) hours training in management and supervision	Caree Service Professional Eligibility	N/A	City Solid Waste Management Office
13	Administrative Aide I (Laborer I)	6520-3	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Solid Waste Management Office
14	Administrative Aide I (Laborer I)	6520-4	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Solid Waste Management Office
15	Administrative Aide I (Laborer I)	6520-5	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Solid Waste Management Office
16	Social Welfare Aide	7611-22	SG-4	12,674.00	High school graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Social Welfare & Development Office
17	Administrative Aide I (Utility Worker I)	7621-4	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Population Office

18	Farm Worker I	8711-33	SG-2	11,200.00	Elementary school graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Agriculture Office
19	Farm Worker I	8711-34	SG-2	11,200.00	Elementary school graduate	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Agriculture Office
20	Administrative Aide I (Laborer I)	8711-35	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Agriculture Office
21	Livestock Inspector I	8721-10	SG-6	14,340.00	Completion of two years' studies in college	None required	None required	Career Service Subprofessional Eligibility	N/A	City Veterinary Office
22	Administrative Aide I (Utility Worker I)	8721-7	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	City Veterinary Office
23	Administrative Aide I (Utility Worker I)	8811-15	SG-1	10,510.00	Must be able to read and write	None required	None required	None required (MC 11 s. 1996 as amended CAT III).	N/A	Public Market & Slaughterhouse 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 **AUGUST30, 2018**

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:

MARIA FE R. ABUNDA

City Mayor

Office of the City Mayor, Borongan City, Eastern Samar

mayorsofficeborongan@gmail.com

Thru:

LORNA B. CABALLA

CGADH/ OIC CHRMO

City Human Resource & Management Office, Borongan City, E. Samar

caballalorna@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.