

Republic of the Philippines
CITY GOVERNMENT OF BIÑAN
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request publication of the following vacant positions of City Government of Biñan in the CSC website:


Atty. Walfredo R. Dimaguila, Jr.

Date: February 15, 2018

No.	Position Title	Plantilla Item No	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	ADMINISTRATIVE OFFICER III	57,58	SG 18	Php 457,020.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	n/a	OFFICE OF THE MAYOR
2	ADMINISTRATIVE OFFICER I	59	SG 11	Php 242,148.00	Bachelor's Degree	None required	None required	Career Service (Professional)	n/a	OFFICE OF THE MAYOR
3	BOOKBINDER III	63	SG 7	Php 183,048.00	Elementary School Graduate	None required	None required	None required	n/a	OFFICE OF THE MAYOR
4	BOOKBINDER II	64	SG 4	Php 152,088.00	Elementary School Graduate	None required	None required	None required	n/a	OFFICE OF THE MAYOR
5	DRIVER I	100	SG 3	Php 142,968.00	Elementary School Graduate	None required	None required	Professional Driver's License	n/a	OFFICE OF THE MAYOR
6	UTILITY WORKER I	105	SG 1	Php 126,120.00	Must be able to read and write.	None required	None required	None required	n/a	OFFICE OF THE MAYOR
7	UTILITY WORKER II (3)	106, 107, 108	SG 3	Php 142,968.00	Must be able to read and write.	None required	None required	None required	n/a	OFFICE OF THE MAYOR

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 **March 15, 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. Photocopy of certificate of eligibility / rating/ license, and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier / email their application to:

Atty. Walfredo R. Dimaguila, Jr. (City Mayor)

Thru: City Human Resource Development Office

City Government of Biñan

Brgy. Zapote Biñan Laguna

cityhrd.binan.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	ADMINISTRATIVE OFFICER IV	414	SG 22	Php 704,604.00	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)	n/a	OFFICE OF THE CITY ACCOUNTANT
2	ADMINISTRATIVE OFFICER II	416	SG 15	Php 348,120.00	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)	n/a	OFFICE OF THE CITY ACCOUNTANT
3	ADMINISTRATIVE OFFICER I	420	SG 11	Php 242,148.00	Bachelor's degree	None required	None required	Career Service (Professional)	n/a	OFFICE OF THE CITY ACCOUNTANT
4	ACCOUNTANT IV	421	SG 22	Php 704,604.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years relevant experience	RA 1080	n/a	OFFICE OF THE CITY ACCOUNTANT
5	DATA CONTROLLER III	439	SG 11	Php 242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional) Data Encoder	n/a	OFFICE OF THE CITY ACCOUNTANT
6	COMPUTER OPERATOR IV	440	SG 14	Php 317,928.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years relevant experience	(Subprofessional) Data Encoder	n/a	OFFICE OF THE CITY ACCOUNTANT

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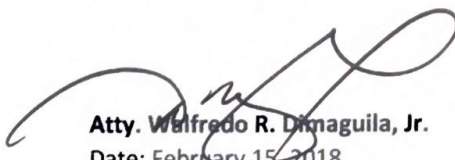
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1	DRIVER I	863	SG 3	Php 142,968.00	Elementary School Graduate	None required	None required	Professional Driver's License	n/a	OFFICE OF THE BPLO
2	LICENSE INSPECTOR I	858	SG 6	Php 172,080.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	n/a	OFFICE OF THE BPLO
3	UTILITY WORKER II	865	SG 3	Php 142,968.00	Must be able to read and write.	None required	None required	None required	n/a	OFFICE OF THE BPLO
4	INFORMATION OFFICER I (2)	784, 785	SG 11	Php 242,148.00	Bachelor's degree	None required	None required	Career Service (Professional)	n/a	OFFICE OF THE CITY INFORMATION OFFICER
	nothing follows									

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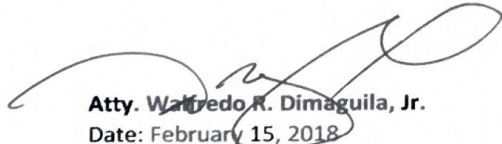
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1	DRIVER II	590	SG 4	Php 152,088.00	Elementary School Graduate	None required	None required	Professional Driver's License	n/a	OFFICE OF THE CITY GENERAL SERVICES OFFICER
2	UTILITY WORKER II	591	SG 3	Php 142,968.00	Must be able to read and write.	None required	None required	None required	n/a	OFFICE OF THE CITY GENERAL SERVICES
3	UTILITY WORKER I	592	SG 1	Php 126,120.00	Must be able to read and write.	None required	None required	None required	n/a	OFFICE OF THE CITY GENERAL SERVICES OFFICER
4	STOREKEEPER III	584	SG 9	Php 209,676.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	n/a	OFFICE OF THE CITY GENERAL SERVICES OFFICER
	nothing follows									

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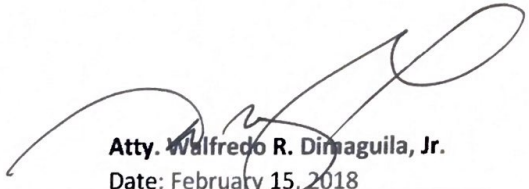
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1	BOOKBINDER IV	530	SG 10	Php 224,616.00	Elementary School Graduate	None required	None required	None required	n/a	CITY HUMAN RESOURCE DEPARTMENT
2	REPRODUCTION & MACHINE OPERATOR III	513	SG 7	Php 183,048.00	Elementary School Graduate	None required	None required	None required	n/a	CITY HUMAN RESOURCE DEPARTMENT
3	DATA CONTROLLER IV	514	SG 13	Php 290,688.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) Data Encoder	n/a	CITY HUMAN RESOURCE DEPARTMENT
4	LABORER II	604	SG 3	Php 142,968.00	Must be able to read and write.	None required	None required	None required	n/a	CITY GENERAL SERVICES OFFICE
5	ADMINISTRATIVE OFFICER I	867	SG 11	Php 242,148.00	Bachelor's Degree	None required	None required	Career Service (Professional)	n/a	PUBLIC EMPLOYMENT SERVICES OFFICE
6	CLERK IV	872	SG 8	Php 195,384.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)	n/a	PUBLIC EMPLOYMENT SERVICES OFFICE
7	STATISTICIAN	837	SG 15	Php 348,120.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)	n/a	CITY POPULATION OFFICE
8	MESSENGER	838	SG 2	Php 134,400.00	Elementary School Graduate	None required	None required	None required	n/a	CITY POPULATION OFFICE

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