

Republic of the Philippines
CGO BIÑAN, LAGUNA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BIÑAN, LAGUNA in the CSC website:

ATTY. WALFREDO R. DIMAGUILA, JR.

Date: October 12, 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	AGRICULTURAL TECHNOLOGIST I	670	10	18718	Bachelor's degree relevant to the job	None required	None required	RA 1080	n/a	CITY AGRICULTURE OFFICE
2	ANIMAL KEEPER I	811	4	12674	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Technical Competencies Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY VETERINARIAN

3	ADMINISTRATIVE OFFICER IV	225	22	58717	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents.</p>	OFFICE OF THE CITY VICE MAYOR
4	LABORER II	598	3	11914	Must be able to read and write	None required	None required	None required (MC 11, s 96 - Cat III)	<p>Technical Competencies Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	CITY GENERAL SERVICES OFFICE

5	UTILITY WORKER II	642	3	11914	Must be able to read and write	None required	None required	None required (MC 11, s 96 - Cat III)	Technical Competencies Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	CITY GENERAL SERVICES OFFICE
6	COMPUTER FILE LIBRARIAN I	475	8	16282	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	CITY CIVIL REGISTRAR OFFICE
7	MEDICAL TECHNOLOGIST I	684	11	20179	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	CITY HEALTH OFFICE - CATEGORY II
8	PHARMACIST I	686	11	20179	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	CITY HEALTH OFFICE - CATEGORY II

9	MIDWIFE II	709	11	20179	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	CITY HEALTH OFFICE - CATEGORY II
10	NURSE I	453, 454	11	20179	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY HEALTH OFFICER
11	MEDICAL TECHNOLOGIST I	428	11	20179	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY HEALTH OFFICER
12	PHARMACIST I	429	11	20179	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY HEALTH OFFICER

13	MESSENGER	516	2	11200	Elementary school Graduate	None required	None required	None required (MC 11 s. 95 - Cat. B)	<p>Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	HUMAN RESOURCES DEVELOPMENT OFFICE
14	NURSE I	752	11	20179	Bachelor of Science in Nursing	None required	None required	RA 1080	<p>Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
15	CITY POPULATION OFFICER	831	25	82439	Bachelor's degree	Specialized training on population development	5 years of relevant experience in the implementation of programs on population development or responsible parenthood	First grade or its equivalent	<p>Technical Competencies Government and Departmental Policies and Procedures (Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.</p>	CITY POPULATION OFFICE

16	CITY COOPERATIVES OFFICER	827	25	82439	Bachelor's degree preferably in Business Administration or any related course	Specialized training on cooperatives	5 years of relevant experience in cooperatives organization and management	First grade or its equivalent	Technical Competencies Government and Departmental Policies and Procedures (Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.	OFFICE OF THE CITY COOPERATIVES OFFICER
17	BUDGETING ASSISTANT	297	8	16282	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	CITY BUDGET OFFICE
18	BOOKBINDER III	514	7	15254	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	n/a	HUMAN RESOURCES DEVELOPMENT OFFICE
19	HUMAN RESOURCE MANAGEMENT ASSISTANT I	503, 504	8	16282	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Business Writing (Basic): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents.	HUMAN RESOURCES DEVELOPMENT OFFICE

20	ADMINISTRATIVE OFFICER IV	258	22	58717	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Technical Competencies Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents.	OFFICE OF THE SANGUNIANG PANGLUNGSOD
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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 October 31, 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:

Jenny Anne B. Sarmiento

Head, City Human Resource Development Office

Brgy. Zapote, Biñan City, Laguna

cityofbinan.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

THERE ARE NO EXPRESS LANES IN RECRUITMENT. WE SHALL CONTACT YOU AFTER WE HAVE VERIFIED AND VALIDATED THE SUBMITTED DOCUMENTS.

"The City Government of Binan is an equal opportunity employer. All applications are decided on the applicants' qualifications, merit, fitness to the position applied for. CGO Binan does not tolerate discrimination based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, or any other basis covered by applicable laws."