


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: January 4, 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	CLERK IV	265	8	16758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<u>Technical Competencies</u> 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.	OFFICE OF THE SANGGUNIANG PANLUNGSOD
2	ANIMAL KEEPER II	802	6	14847	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	<u>Technical Competencies</u> 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.	OFFICE OF THE CITY VETERINARIAN

3	REVENUE COLLECTION CLERK III	338, 339	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<u>Technical Competencies</u> 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.	OFFICE OF THE CITY TREASURER
4	REVENUE COLLECTION CLERK II	340, 343	7	15738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<u>Technical Competencies</u> 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.	OFFICE OF THE CITY TREASURER
5	REVENUE COLLECTION CLERK I	349	5	14007	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<u>Technical Competencies</u> 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.	OFFICE OF THE CITY TREASURER
6	PROCESS SERVER	362	5	14007	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<u>Technical Competencies</u> 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.	OFFICE OF THE CITY TREASURER
7	MESSENGER	874	2	11761	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	PUBLIC EMPLOYMENT SERVICES OFFICE

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 January 21 , 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. 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, Binan City, Laguna

cityhrd.binan.recruitment@gmail.com