

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 8, 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 I	778	3	12466	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.	CITY INFORMATION OFFICE
2	AGRICULTURAL TECHNOLOGIST	670	10	19233	Bachelor's degree relevant to the job	None required	None required	RA 1080	1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. <u>FUNCTIONAL COMPETENCIES</u> 1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers	OFFICE OF THE CITY AGRICULTURIST

3	AGRICULTURAL CENTER CHIEF I	661	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><u>TECHNICAL COMPETENCIES</u></p> <p>1. Government and Departmental Policies and Procedures(Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures.</p> <p>2. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.</p> <p><u>LEADERSHIP COMPETENCIES</u></p> <p>1. Building Collaborative and Inclusive Working Relationships (Advanced): Demonstrates adaptability to different protocols, working styles and individual differences with people inside and outside the organization. Identifies barriers to open communication and initiates appropriate solutions.</p> <p>2. Managing Performance and Coaching for Results (Advanced): Monitors strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard. Adjusts style/distance from directing to empowering, based on the capabilities and motivation of the employee, providing examples of behavior consistent with goal achievement.</p> <p>3. Creating and Nurturing a High Performing Organization (Advanced): Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p>	OFFICE OF THE CITY AGRICULTURIST
4	EDUCATIONAL RESEARCH ASSISTANT I	820	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	<p><u>Technical Competencies</u></p> <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.</p> <p>Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	OFFICE OF THE CITY EDUCATION OFFICER

5	ADMINISTRATIVE OFFICER I	71	11	20754	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers</p>	OFFICE OF THE CITY MAYOR
6	CLERK II	9411	4	13214	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<p>Technical Competencies</p> <p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
7	MARKET INSPECTOR II	169	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	<p>Technical Competencies</p> <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.</p> <p>Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	OFFICE OF THE CITY MAYOR
8	BUDGETING ASSISTANT	297	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	<p>Technical Competencies</p> <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.</p> <p>Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	OFFICE OF THE CITY BUDGET OFFICER

9	BUDGETING AIDE	298	4	13214	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 BUDGET OFFICER
10	SOCIAL WELFARE OFFICER I	729, 730	11	20754	Bachelor's degree relevant to the job	None required	None required	RA 1080	TECHNICAL COMPETENCIES 1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers	OFFICE OF THE CITY SOCIAL AND WELFARE DEVELOPMENT OFFICER
11	SOCIAL WELFARE OFFICER II	728	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	TECHNICAL COMPETENCIES 1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers	OFFICE OF THE CITY SOCIAL AND WELFARE DEVELOPMENT OFFICER

12	BOOKBINDER II	492	4	13214	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)	<u>Technical Competencies</u> Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. <u>Managing Work</u> (Basic): Ability to effectively manage one's time and resources with minimal supervision. <u>Providing Support and Services</u> (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	CITY HUMAN RESOURCES AND DEVELOPMENT OFFICE
13	MESSENGER	830	2	11761	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. <u>Managing Work</u> (Basic): Ability to effectively manage one's time and resources with minimal supervision. 3. <u>Providing Support and Services</u> (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY COOPERATIVES OFFICER
14	MIDWIFE I	438	9	17975	Completion of the Midwifery Course	None required	None required	RA 1080	TECHNICAL COMPETENCIES 1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. <u>Managing Work</u> (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. <u>Providing Support and Services</u> (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 1. <u>Service Delivery</u> (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers	OFFICE OF THE CITY HEALTH OFFICER

15	MIDWIFE II	436, 437	11	20754	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers</p>	OFFICE OF THE CITY HEALTH OFFICER
16	COMPUTER PROGRAMMER II	914, 915	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers</p>	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

17	MARKET SUPERVISOR I	168	10	19233	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers</p>	OFFICE OF THE CITY MAYOR
18	LABORER I	625	1	11068	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	CITY GENERAL 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 31, 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 (N/A for those without previous work experience);
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

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."