

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 18, 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 | CLERK II | 699 | 4 | 12674 | 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 HEALTH OFFICE - CATEGORY II |
| 2 | DRIVER I | 706 | 3 | 11914 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.96 - Cat. II) | <u>Technical Competencies</u> 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 HEALTH OFFICE - CATEGORY II |

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| 3 | REVENUE COLLECTION CLERK I | 347 | 5 | 13481 | 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 |
| 4 | REVENUE COLLECTION CLERK II | 343 | 7 | 15254 | 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 | UTILITY WORKER I | 0-223 | 1 | 10510 | Must able to read and write | None required | None required | None required (MC 11, s.96 - Cat. II) | <u>Technical Competencies</u> 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. | OSPITAL NG BIÑAN |

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| 6 | MIDWIFE I | 189, 190 | 9 | 17473 | Completion of the Midwifery course | None required | None required | RA 1080 | <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. | OSPITAL NG BIÑAN |
| 7 | ENGINEER II | 521 | 16 | 31765 | Bachelor's degree in Engineering relevant to the job | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | <u>Technical Competencies</u> 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 ENGINEER |
| 8 | CLERK IV | 522 | 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 | <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 ENGINEER |

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|----|---------------------|--------------------|----|-------|----------------------------|------------------------------|-------------------------------|--|---|--|
| 9 | DRIVER II | 575 | 4 | 12674 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.96 - Cat. II) | <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 |
| 10 | RECORDS OFFICER III | 259 | 18 | 38085 | Bachelor's degree | 8 hours of relevant training | 2 year 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. Keeps files organized. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> | OFFICE OF THE SANGUNIANG PANGLUNGSOD |
| 11 | COOK I | 771 | 3 | 11914 | Elementary School Graduate | None required | None required | None required (MC 11, s.96 - Cat. II) | <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 SOCIAL WELFARE AND DEVELOPMENT OFFICE |
| 14 | SOCIAL WELFARE AIDE | 758, 759, 760, 761 | 4 | 12674 | High School Graduate | None required | None required | None required (MC 11, s.96 - Cat. II) | <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 SOCIAL WELFARE AND DEVELOPMENT OFFICE |

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| 15 | CLERK I | 883 | 3 | 11914 | 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 DISASTER RISK REDUCTION AND MANAGEMENT OFFICE |
| 16 | STOREKEEPER I | 882 | 4 | 12674 | Elementary School Graduate | None required | None required | None required (MC 11, s.96 - Cat. II) | <u>Technical Competencies</u> 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 DISASTER RISK REDUCTION AND MANAGEMENT OFFICE |
| 17 | LOCAL ASSESSMENT OPERATIONS OFFICER IV | 365 | 22 | 58717 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | <u>Technical Competencies</u> 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 ASSESSOR |

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| 18 | LOCAL ASSESSMENT OPERATIONS OFFICER III | 366 | 18 | 38085 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | <u>Technical Competencies</u> 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 ASSESSOR |
| 19 | TAX MAPPER I | 381 | 11 | 20179 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility | <u>Technical Competencies</u> 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 ASSESSOR |

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| 20 | CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I | 470 | 23 | 65604 | 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. | CITY CIVIL REGISTRAR OFFICE |
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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 November 26, 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, 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."