

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:

February 13, 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	DISABILITY AFFAIRS OFFICER IV	723	22	65,319	Bachelor's Degree	16 hours of relevant training on disability affairs	3 years of relevant experience on disability affairs	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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized.</p> <p>3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs.</p> <p>4. 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> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Planning, Organizing and Delivering (Advanced): Developing programs and projects, and mobilizing and managing resources, both material and human, in order to fully achieve the set objectives and targets of the City Government in general and of the respective offices/departments in particular.</p> <p>2. Policy Interpretation and Implementation (Advanced): The ability to interpret and apply existing policies and guidelines relative to planning concerns of the local government unit.</p>	OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER

2	LOCAL DRRM OFFICER I	880	11	20,754	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>4. 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.</p>	CITY DISASTER RISK REDUCTION MANAGEMENT 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 February 28, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (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 (except for applicants without working experience);
3. Photocopy of certificate of eligibility/rating/license (except for positions without eligibility requirement);
4. Photocopy of Transcript of Records; and
5. Photocopy of valid NBI Clearance

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
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."

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. WLFREDO R. DIMAGUILA, JR.

Date:

FEB 13 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	DRIVER I	839	3	12,466	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains	OFFICE OF THE CITY POPULATION OFFICER
2	CLERK II	941	4	13,214	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
3	RECORDS OFFICER I	396	10	19,233	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE CITY ACCOUNTANT

4	ADMINISTRATIVE OFFICER III	392	18	40,637	Bachelor's Degree	8 hours of relevant training	2 years 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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized.</p> <p>3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs.</p> <p>4. 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> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Planning, Organizing and Delivering (Advanced): Developing programs and projects, and mobilizing and managing resources, both material and human, in order to fully achieve the set objectives and targets of the City Government in general and of the respective offices/departments in particular.</p> <p>2. Policy Interpretation and Implementation (Advanced): The ability to interpret and apply existing policies and guidelines relative to planning concerns of the local government unit.</p>	OFFICE OF THE CITY ACCOUNTANT
5	BOOKBINDER IV	400	10	19,233	Elementary School Graduate	2 years of relevant experience	8 hours of relevant training	None required (MC 11, s. 96- Cat.III)	<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>	OFFICE OF THE CITY ACCOUNTANT
6	ADMINISTRATIVE OFFICER I	397	11	20,754	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>4. 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.</p>	OFFICE OF THE CITY ACCOUNTANT

7	ACCOUNTING CLERK II	410	6	14,847	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	OFFICE OF THE CITY ACCOUNTANT
8	UTILITY WORKER I	412	1	11,068	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains	OFFICE OF THE CITY ACCOUNTANT
9	DRIVER I	917	3	12,466	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE
10	CLERK I	828	3	12,466	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY COOPERATIVES OFFICER
11	CLERK III	829	6	14,847	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	OFFICE OF THE CITY COOPERATIVES OFFICER

12	ADMINISTRATIVE ASSISTANT I	698	8	16,758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	N/A	CITY HEALTH OFFICE - CAT. II
13	NUTRITIONIST DIETITIAN I	679	11	20,754	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	N/A	CITY HEALTH OFFICE - CAT. II
14	SOCIAL WELFARE ASSISTANT	732	8	16,758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	N/A	OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
15	ENGINEER II	521	16	33584	Bachelor's Degree in Engineering relevant to the job (BS Civil Engineering)	1 year of relevant experience	4 hours of relevant training	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, the public and co-workers.</p>	OFFICE OF THE CITY ENGINEER
16	STORE KEEPER III (Republished)	569	9	17,975	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First 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>	OFFICE OF THE CITY GENERAL SERVICES OFFICER

17	MIDWIFE III	719	13	25,232	Completion of the Miwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	CITY HEALTH OFFICE - CAT. II
18	UTILITY WORKER II	629,631	3	12,466	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat.III)	1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains	OFFICE OF THE CITY GENERAL SERVICES OFFICER
19	TAX MAPPING AIDE	386	4	13,214	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96- Cat.III)	N/A	OFFICE OF THE CITY ASSESSOR

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 **MAR 29 2019**

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