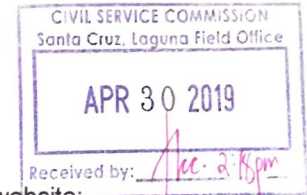


Republic of the Philippines  
CGO BIÑAN, LAGUNA  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BIÑAN, LAGUNA in the CSC website:

JENNY ANNE B. SARMIENTO

Date:

April 30, 2019

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	NURSE II	O-171	15	30,531	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	<p><b>TECHNICAL COMPETENCIES</b></p> <p>1. <b>Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. <b>Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. <b>Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p><b>FUNCTIONAL COMPETENCIES</b></p> <p>1. <b>Service Delivery (Intermediate):</b> The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers.</p>	OSPITAL NG BINAN
2	NURSE I	O-139, O-156	11	20,754	Bachelor of Science in Nursing	None required	None required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b></p> <p>1. <b>Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. <b>Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. <b>Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p><b>FUNCTIONAL COMPETENCIES</b></p> <p>1. <b>Service Delivery (Intermediate):</b> The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers.</p>	OSPITAL NG BINAN

3	ENGINEER II	521	16	33,584	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	<p><b>TECHNICAL COMPETENCIES</b></p> <p>1. <b>Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. <b>Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. <b>Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p><b>FUNCTIONAL COMPETENCIES</b></p> <p>1. <b>Service Delivery (Intermediate):</b> 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
4	ELECTRICIAN I	556	4	13,214	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (-250 volts) MC 10, s. 2013- Cat. II	N/A	OFFICE OF THE CITY ENGINEER

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 MAY 17, 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](http://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](mailto: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.*

**EXAMINATION OF QUALIFIED APPLICANTS IS ON MAY 22, 2019 AT THE 3RD FLR. CITY HUMAN RESOURCE DEVELOPMENT OFFICE, CITY GOVERNMENT OF BIÑAN.**

*"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."*