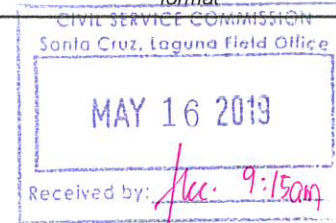


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: May 16, 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	ACCOUNTANT I	O-9	11	20,754	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b></p> <p><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><b>Managing Work (Intermediate):</b> 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> <p><b>FUNCTIONAL COMPETENCIES</b></p> <p><b>1.Service Delivery (Intermediate):</b> The ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p>	OSPITAL NG BINAN
2	CLERK I	O-19	3	12,466	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<p><b>1. Computer Literacy (Basic):</b> Creates and uses new templates, forms, and style sheets to make documents.</p> <p><b>2. Managing Work (Basic):</b> Ability to effectively manage one's time and resources with minimal supervision.</p> <p><b>3. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	OSPITAL NG BINAN

MAY 16 2019

Received by: Acc. 9:15am

3	MEDICAL OFFICER II	O-53, O-59	18	40,637	Doctor of Medicine	None Required	None Required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b>  <b>Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>Managing Work (Intermediate):</b> 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.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.Service Delivery (Intermediate):</b> The ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p>	OSPITAL NG BINAN
4	MEDICAL TECHNOLOGIST I	O-81	11	20,754	Bachelor's Degreee in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b>  <b>1. Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>2. Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.  <b>3. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.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
5	PHARMACIST I	O-100	11	20,754	Bachelor's Degree in Pharmacy	None Required	None Required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b>  <b>1. Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>2. Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.  <b>3. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.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
6	MIDWIFE I	O-184	9	17,975	Completion of Midwifery Course	None Required	None Required	RA 1080	N/A	OSPITAL NG BINAN

MAY 16 2019

Received by Acc. 9:15am

7	ENGINEER I	O-220	12	22,938	Bachelor's degree in Engineering relevant to the job.	None Required	None Required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b>  <b>Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>Managing Work (Intermediate):</b> 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.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.Service Delivery (Intermediate):</b> The ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p>	OSPITAL NG BINAN
8	NURSE I	O-104,O-105, O-112, O-116	11	20,754	Bachelor of Science in Nursing	None required	None required	RA 1080	<p><b>TECHNICAL COMPETENCIES</b>  <b>1. Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>2. Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.  <b>3. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.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
9	UTILITY WORKER I	O-223	1	11,068	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat. III)	<p><b>1. Managing Work (Basic):</b> Ability to effectively manage one's time and resources with minimal supervision.  <b>2. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains.</p>	OSPITAL NG BINAN
10	TOURISM OPERATIONS OFFICER I	920	11	20,754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p><b>TECHNICAL COMPETENCIES</b>  <b>1. Computer Literacy (Intermediate):</b> Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.  <b>2. Managing Work (Intermediate):</b> Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.  <b>3. Providing Support and Services (Basic):</b> Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.  <b>FUNCTIONAL COMPETENCIES</b>  <b>1.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>	BINAN CULTURE, HISTORY, ARTS& TOURISM OFFICE

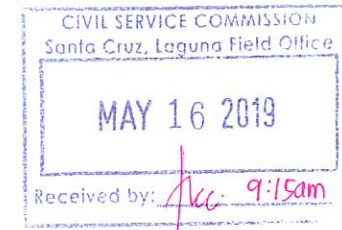
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 17, 2019.

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 June 26 & 27, 2019.***

***"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."***