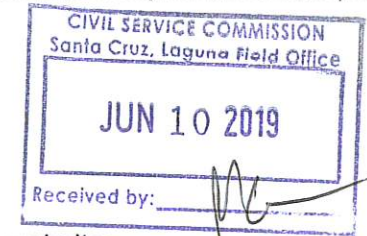


Republic of the Philippines
CGO BIÑAN, LAGUNA
Request for Publication of Vacant Positions

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
JENNY ANNE B. SARMIENTO

Date: June 10, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	BANDMASTER	926	9	17,975	High School Graduate	4 hours of relevant training	1 year of relevant experience	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.	BIÑAN CULTURE, HISTORY, ARTS & TOURISM OFFICE
2	UTILITY WORKER I	510	1	11,068	Must be able to write and read	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.	HUMAN RESOURCE DEVELOPMENT OFFICE
3	SOCIAL WELFARE AIDE	758, 759, 760, 761	4	13,214	High School Graduate	None required	None required	None required (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.	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

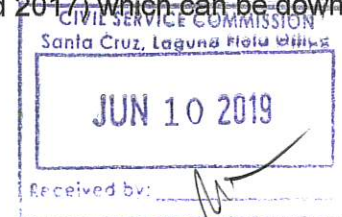
4	SOCIAL WELFARE OFFICER I	730	11	20,754	Bachelor's degree in Social Work	None required	None required	RA 1080	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</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>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 SOCIAL WELFARE AND DEVELOPMENT OFFICE
5	ADMINISTRATIVE OFFICER I	866	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>	PUBLIC EMPLOYMENT SERVICE 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 26, 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. Authenticated copy 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.

EXAMINATION OF QUALIFIED APPLICANTS IS ON June 27, 28 and July 3, 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 other basis covered by applicable laws."