

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

CIVIL SERVICE COMMISSION
Santa Cruz, Laguna Field Office

MAY 31 2019

Received by: *MA* 10:10 am

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:

J. Sarmiento
JENNY ANNE B. SARMIENTO

Date: May 31, 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	TOURISM OPERATIONS OFFICER I	920	11	20,754	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	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>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>	BIÑAN CULTURE, HISTORY, ARTS & TOURISM OFFICE
2	LICENSE INSPECTOR I	853,854,855, 856,857	6	14,847	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<p>Technical Competencies</p> <p>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. Public Relations (Basic): Ability to effectively and courteously communicate the requirements of the office to the public, more particularly the taxpayers or owners of establishments being inspected.</p>	CITY BUSINESS PERMIT AND LICENSING OFFICE

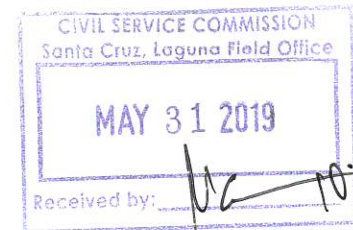
3	HUMAN RESOURCE MANAGEMENT OFFICER I	501	11	20,754	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design 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> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Performance Management (Intermediate): The ability to collect, analyze, review and report performance data and establish scientific basis for performance targets and measures.</p>	HUMAN RESOURCE DEVELOPMENT OFFICE
4	ADMINISTRATIVE ASSISTANT	851	8	16,758	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	BUSINESS PERMIT AND LICENSING 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;
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 20, 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."