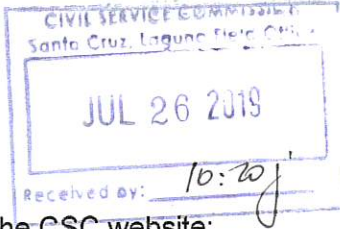


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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



To: CIVIL SERVICE COMMISSION (CSC)

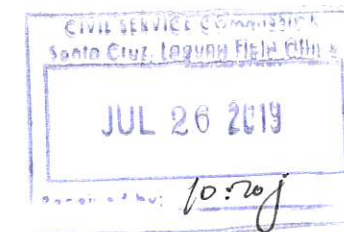
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BIÑAN, LAGUNA in the CSC website:

Jenny Anne B. Sarmiento
JENNY ANNE B. SARMIENTO

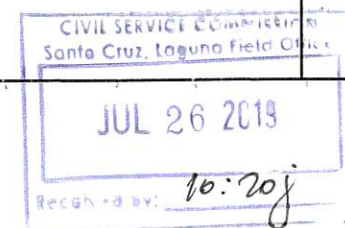
Date: July 26, 2019

| 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 | NURSE I | 104, 105, 112, 116 | 11 | 20,754 | Bachelor of Science Nursing | None Required | None Required | RA 1080 | TECHNICAL COMPETENCIES 1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives, and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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. | OSPITAL NG BINAN |

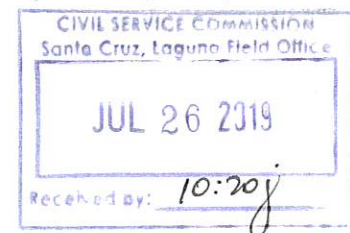
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|---|------------------------|-----|----|--------|---|---------------|---------------|---------|--|------------------|
| 2 | PHARMACIST I | 100 | 11 | 20,754 | Bachelor's Degree in Pharmacy | None Required | None Required | RA 1080 | <p>TECHNICAL COMPETENCIES</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>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> | OSPITAL NG BINAN |
| 3 | MEDICAL TECHNOLOGIST I | 81 | 11 | 20,754 | Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health | 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>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> | OSPITAL NG BINAN |
| 4 | ACCOUNTANT I | 9 | 11 | 20,754 | Bachelor's Degree in Commerce/Business Administration major in Accounting | None Required | None Required | RA 1080 | <p>TECHNICAL COMPETENCIES</p> <p>Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>Managing Work (Intermediate): 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>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p> | OSPITAL NG BINAN |



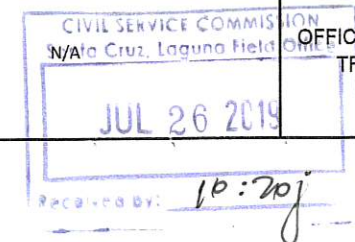
| | | | | | | | | | | |
|---|--------------------------|----------|----|--------|--|------------------------------|-------------------------------|--|---|--|
| 5 | ADMINISTRATIVE ASSISTANT | 922 | 8 | 16,758 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) 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. | BINAN CITY CULTURE, HISTORY, ARTS & TOURISM OFFICE |
| 6 | 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 |
| 7 | NURSE II | 689 | 15 | 30,531 | Bachelor of Science Nursing | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | TECHNICAL COMPETENCIES 1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives, and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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. | CITY HEALTH OFFICE- CAT. II |
| 8 | MIDWIFE II | 718, 720 | 11 | 20,754 | Completion of Midwifery Course | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | CITY HEALTH OFFICE- CAT. II |
| 9 | SANITATION INSPECTOR I | 697 | 6 | 14,847 | Completion of two years in college | None Required | None Required | Career Service (Subprofessional) 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 HEALTH OFFICE- CAT. II |



| | | | | | | | | | | |
|----|--------------------|-----|----|--------|----------------------------|---------------|---------------|--|---|--|
| 10 | DENTAL AIDE | 713 | 4 | 13,214 | High School Graduate | None Required | None Required | Driver License (MC 11, s. 96 - Cat.III) | 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 HEALTH OFFICE- CAT. II |
| 11 | DRIVER I | 707 | 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 | CITY HEALTH OFFICE- CAT. II |
| 12 | MEDICAL OFFICER II | 424 | 18 | 40,637 | Doctor of Medicine | None Required | None Required | RA 1080 | TECHNICAL COMPETENCIES Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. Managing Work (Intermediate): 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. FUNCTIONAL COMPETENCIES 1.Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization and co-workers. | CITY HEALTH OFFICE I |
| 13 | DRIVER I | 892 | 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 | CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE |



| | | | | | | | | | | |
|----|------------------------------------|----------|----|--------|--|------------------------------|--------------------------------|---|---|------------------------------|
| 14 | BOOKBINDER IV | 323 | 10 | 19,233 | Elementary School Graduate | 8 hours relevant training | 2 years of relevant experience | 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 TREASURER |
| 15 | CASH CLERK III | 351 | 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 | <p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</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 TREASURER |
| 16 | LOCAL TREASURY OPERATION ASSISTANT | 352 | 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 | <p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</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 TREASURER |
| 17 | REVENUE COLLECTION CLERK II | 341, 342 | 7 | 15,738 | Completion of two years studies in college | None Required | None Required | Career Service, (Subprofessional) First Level Eligibility | <p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</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 TREASURER |
| 19 | TICKET CHECKER | 333, 354 | 3 | 12,466 | High School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat. III) | | OFFICE OF THE CITY TREASURER |



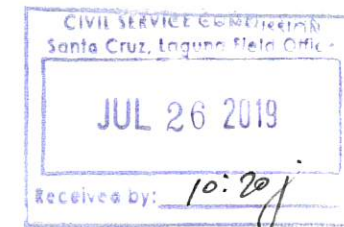
| | | | | | | | | | | |
|----|------------------------------------|----------|---|--------|--|---------------|---------------|--|---|---------------------------------------|
| 21 | CLERK I | 834 | 3 | 12,466 | Completion of two years studies in college | None Required | None Required | Career Service (Subprofessional) 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 POPULATION OFFICER |
| 22 | LOCAL LEGISLATIVE STAFF EMPLOYEE I | 230, 231 | 2 | 11,761 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat.III) | N/A | OFFICE OF THE CITY VICE MAYOR |

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 August 23, 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, Binan 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 September 17, 18, 25, 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."