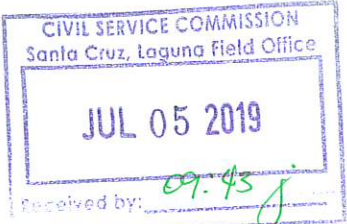


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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



To: CIVIL SERVICE COMMISSION (CSC)

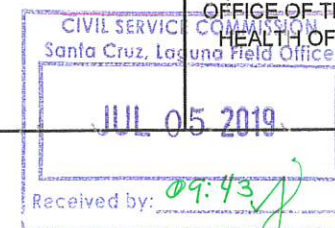
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BIÑAN, LAGUNA in the CSC website:


JENNY ANNE B. SARMIENTO

Date: July 5, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	DRAFTSMAN I	524	6	14,847	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	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	OFFICE OF THE CITY ENGINEER
2	ENGINEER I	553	12	22,938	Bachelor's degree in Engineering relevant to the job	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.	OFFICE OF THE CITY ENGINEER

3	AGRICULTURAL TECHNOLOGIST	669	10	19,233	Bachelor's degree relevant to the job	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>	OFFICE OF THE CITY AGRICULTURIST
4	DRIVER I	466	3	12,466	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat.II)	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY HEALTH OFFICER
5	BARANGAY HEALTH AIDE	444	4	13,214	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY HEALTH OFFICER
6	CLERK II	420	4	13,214	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 HEALTH OFFICER
7	MIDWIFE I	443	9	17,975	Completion of Midwifery Course	None Required	None Required	RA 1080	N/A	OFFICE OF THE CITY HEALTH OFFICER



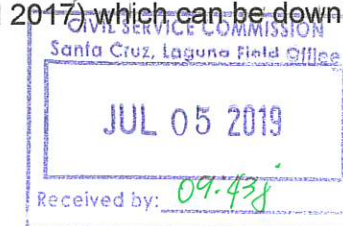
8	DRIVER I	290	3	12,466	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. 2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains	CITY PLANNING & DEVELOPMENT OFFICE
9	CLERK I	269	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 SANGGUNIANG PANLUNGSOD
10	UTILITY WORKER I	275	1	11,068	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	OFFICE OF SANGGUNIANG PANLUNGSOD
11	ADMINISTRATIVE OFFICER I	57	11	20,754	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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. 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.	OFFICE OF THE CITY MAYOR



12	COMPUTER OPERATOR II	128	9	17,975	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First 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>	OFFICE OF THE CITY MAYOR
13	BOOKBINDER II	62	4	13,214	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	<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 MAYOR
14	UTILITY WORKER I	82	1	11,068	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY MAYOR
15	BOOKBINDER IV	336	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

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 July 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 NEI 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 August 6,7,13,14, 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."