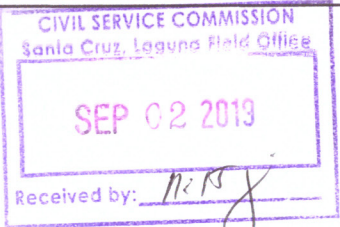


Republic of the Philippines  
CGO BIÑAN, LAGUNA  
Request for Publication of Vacant Positions



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:

*[Signature]*

JENNY ANNE B. SARMIENTO

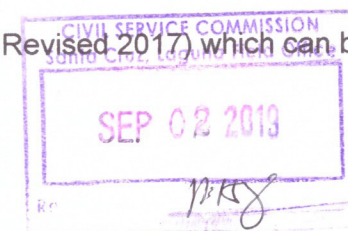
Date: September 2, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SOCIAL WELFARE OFFICER I	730	11	20,754	Bachelor's degree in Social Work	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. 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 SOCIAL WELFARE AND DEVELOPMENT OFFICER

2	SOCIAL WELFARE OFFICER II	728	15	30,531	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	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 SOCIAL WELFARE AND DEVELOPMENT OFFICER
3	SOCIAL WELFARE OFFICER III	725	18	40,637	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	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 SOCIAL WELFARE AND DEVELOPMENT OFFICER
4	ADMINISTRATIVE ASSISTANT	698	8	16,758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	CITY HEALTH OFFICE - CAT. II

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 September 20, 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. 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

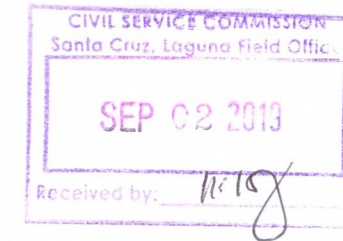
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Jenny Anne B. Sarmiento

Head, City Human Resource Development Office

Brgy. Zapote, Biñan City, Laguna

[cityhrd.binan.recruitment@gmail.com](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 October 2, 3, 4, & 8, 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."***