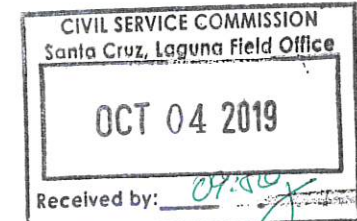


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: October 4, 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	MEDICAL OFFICER II	52, 60	18	40,637	Doctor of Medicine	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

2	MEDICAL OFFICER III	71	21	57,805	Doctor of Medicine	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 SPECIALIST II	38	23	73,811	Doctor of Medicine	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>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

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Santa Cruz, Laguna Field Office

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4	CITY ASSESSOR I	363	25	95,083	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	<p>TECHNICAL COMPETENCIES</p> <p>1. Government and Departmental Policies and Procedures(Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures.</p> <p>2. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.</p> <p>LEADERSHIP COMPETENCIES</p> <p>1. Building Collaborative and Inclusive Working Relationships (Advanced): Demonstrates adaptability to different protocols, working styles and individual differences with people inside and outside the organization. Identifies barriers to open communication and initiates appropriate solutions.</p> <p>2. Managing Performance and Coaching for Results (Advanced): Monitors strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard. Adjusts style/stance from directing to empowering, based on the capabilities and motivation of the employee, providing examples of behavior consistent with goal achievement.</p> <p>3. Creating and Nurturing a High Performing Organization (Advanced): Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1.Planning, Organizing and Delivering (Advanced): Developing programs and projects, and mobilizing and managing resources, both material and human, in order to fully achieve the set objectives and targets of the City Government in general and of the offices/departments in particular.</p> <p>2. Policy Interpretation and Implementation (Advanced): The ability to interpret and apply existing policies and guidelines relative to planning concerns of the local government unit.</p>	OFFICE OF THE CITY ASSESSOR
5	MUSICIAN	927	5	14,007	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat.III)	N/A	CULTURE, HISTORY, ARTS & TOURISM OFFICE

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6	CITY GOVERNMENT DEPARTMENT HEAD I (CITY PLANNING AND DEVELOPMENT COORDINATOR I)	276	25	95,083	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	5 years experience in development planning or in any related field	RA 1080 (Environmental Planner)	<p>TECHNICAL COMPETENCIES</p> <p>1. Government and Departmental Policies and Procedures(Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures.</p> <p>2. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk.</p> <p>LEADERSHIP COMPETENCIES</p> <p>1. Building Collaborative and Inclusive Working Relationships (Advanced): Demonstrates adaptability to different protocols, working styles and individual differences with people inside and outside the organization. Identifies barriers to open communication and initiates appropriate solutions.</p> <p>2. Managing Performance and Coaching for Results (Advanced): Monitors strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard. Adjusts style/stance from directing to empowering, based on the capabilities and motivation of the employee, providing examples of behavior consistent with goal achievement.</p> <p>3. Creating and Nurturing a High Performing Organization (Advanced): Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1.Planning, Organizing and Delivering (Advanced): Developing programs and projects, and mobilizing and managing resources, both material and human, in order to fully achieve the set objectives and targets of the City Government in general and of the offices/departments in particular.</p> <p>2. Policy Interpretation and Implementation (Advanced): The ability to interpret and apply existing policies and guidelines relative to planning concerns of the local government unit.</p>	OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR
7	CLERK II	941	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>	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE

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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 October 25, 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

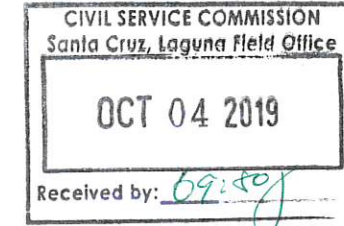
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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 November 6 & 7, 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