

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

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

CIVIL SERVICE COMMISSION
CGO Binan, Laguna
MAR 04 2020
Approved by: *[Signature]*

To: CIVIL SERVICE COMMISSION (CSC)

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

[Signature]
JENNY ANNE B. SARMIENTO

Date: March 4, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MUSEUM RESEARCHER I	952	10	20,219	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	CULTURE, HISTORY, ARTS AND TOURISM OFFICE
2	DRIVER I	859	3	13,019	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 98 - 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	OFFICE OF THE CITY POPULATION OFFICER

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 March 20, 2020.

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 March 23, 2020.

"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."