

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BIÑAN, LAGUNA in the CSC website:


JENNY ANNE B. SARMIENTO

Date:

June 15, 2020

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	NURSING ATTENDANT II	441, 442	6	15,524	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	OFFICE OF THE CITY HEALTH OFFICER
2	MIDWIFE III	737	13	26,754	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	CITY HEALTH OFFICE - CATEGORY II
3	MIDWIFE II	729	11	22,316	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	CITY HEALTH OFFICE - CATEGORY II

4	DENTAL AIDE	731	4	13,807	High School Graduate	None required	None required	None required (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 - CATEGORY II
5	CLERK III	849	6	15,524	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 COOPERATIVES OFFICER
6	REVENUE COLLECTION CLERK II	346, 348	7	16,458	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility.	N/A	OFFICE OF THE CITY TREASURER
7	REVENUE COLLECTION CLERK III	342, 343	9	18,784	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility.	N/A	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 3, 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, 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 July 7, 8, 9 and 10 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."