

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: October 2, 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	UTILITY WORKER I	276	1	11,551	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 CPDC (City Planning and Development Coordinator)

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 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](http://www.csc.gov.ph);
2. **Performance rating** in the present or most recent position equivalent to one (1) year (except for applicants without work experience);
3. Authenticated copy of certificate of **eligibility/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, MPsy

Head, City Human Resources Development Office

City Government of Binan

City Hall Building, Brgy. Zapote, Binan 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 27, 28, 29, 30 and November 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."**