

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:

September 30, 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	YOUTH DEVELOPMENT OFFICER III	970	18	42,159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
2	NURSE III	O-173	17	38,464	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	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.	OSPITAL NG BIÑAN

3	CITY GOVERNMENT DEPARTMENT HEAD I	985	25	96, 985	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	<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>	CITY HUMAN SETTLEMENTS AND LIVELIHOOD 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 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, 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 October 27, 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."