CS Form No. 9 Revised 2018

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:

	promedo						
	JENNY/ANNE B. SARMIENTO						
Doto:	March 1 2021						

		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of	
No.	Position Title				Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	COMPUTER OPERATOR I	107	7	17,179	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, S. 96 - Cat.i) First Level Eligibility	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.	OFFICE OF THE CITY MAYOR
2	CLERK II	44, 73, 104	4	14,400	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 MAYOR
3	STOREKEEPER I	87	4	14,400	Elementary 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.	OFFICE OF THE CITY MAYOR

1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage OFFICE OF THE CITY Elementary School None required one's time and resources with minimal supervision. MESSENGER 82,83 2 12,790 None required None required Graduate (MC 11, s. 96 - Cat. II) MAYOR 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage OFFICE OF THE CITY Elementary School None required WATCHMAN I 154 2 12.790 None required None required one's time and resources with minimal supervision. MAYOR Graduate (MC 11, s. 96 - Cat. II) 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. OFFICE OF THE CITY Must be able to read and None required UTILITY WORKER I 208, 210 12,034 1 None required 2. Providing Support and Services (Basic): Recognizes None required (MC 11, s. 96 - Cat. III) VICE MAYOR write opportunities to offer suggestions or afternatives and explains 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. OFFICE OF THE CITY **Elementary School** None required MESSENGER 203 2 12,790 None required None required 3. Providing Support and Services (Basic): Recognizes Graduate (MC 11, s. 96 - Cat. II) VICE MAYOR opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage LOCAL LEGISLATIVE STAFF OFFICE OF THE CITY **Elementary School** None required one's time and resources with minimal supervision. 196 12,790 2 None required None required EMPLOYEE I 3. Providing Support and Services (Basic): Recognizes VICE MAYOR (MC 11, s. 96 - Cat. III) Graduate opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. TECHNICAL COMPETENCIES . Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design stide 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 CITY HUMAN Career Service explains implications, benefits and disadvantages. HUMAN RESOURCE Completion of two years 4 hours of relevant 1 year of relevant 471 8 18,251 (Subprofessional) First **RESOURCES** 4. Business Writing (Basic): Ability to create/compose MANAGEMENT ASSISTANT studies in college experience experience written communication in clear, concise, and coherent **DEVELOPMENT OFFICE** Level Eligiblity nanner and correct grammar. This includes memorendum minutes of the meeting, correspondences / business letters, and other similar documents. **FUNCTIONAL COMPETENCIES** 1. Performance Managament (Intermediate): The ability to collect, analyze, review and report performance data and establish scientific basis for performance targets and measures.

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TECHNICAL COMPETENCIES 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Completion of two years Career Service 2. Managing Work (Basic): Ability to effectively manage studies in college or High (Subprofessional) one's time and resources with minimal supervision. CITY HUMAN 16 hours of 3 years of relevant 3, Public Relations (Basic): Ability to effectively and 10 DATA CONTROLLER IV 478 13 28.278 School Graduate with Data Encoder RESOURCES relevant training experience ourteously communicate the requirements of the office to relevant vocational/trade (MC 11,s. 96 - Cat. I) **DEVELOPMENT OFFICE** the public, more particularly the taxpayers or owners of course First Level Eligibility establishments being inspected. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage Career Service one's time and resources with minimal supervision. REVENUE COLLECTION CLERK Completion of two years 4 hours of relevant 1 year of relevant OFFICE OF THE CITY 312 9 19,593 3. Providing Support and Services (Basic): Recognizes (Subprofessional) First studies in college training experience TREASURER opportunities to offer suggestions or alternatives and Level Eligibility explains implications, benefits and disadvantages. 1. Computer Uteracy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage Career Service one's time and resources with minimal supervision. REVENUE COLLECTION CLERK Completion of two years OFFICE OF THE CITY 3, Providing Support and Services (Basic): Recognizes 15,275 319 None required (Subprofessional) First None required studies in college **TREASURER** opportunities to offer suggestions or alternatives and Level Eligibility explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage Career Service one's time and resources with minimal supervision. Completion of two years OFFICE OF THE CITY 13 DISBURSING OFFICER I 309 16,200 None required None required (Subprofessional) First 3. Providing Support and Services (Basic): Recognizes studies in college **TREASURER** opportunities to offer suggestions or alternatives and Level Eligibility explains implications, benefits and disadvantages. 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. None required OFFICE OF THE CITY 14 PROCESS SERVER 333 15.275 High School Graduate 3. Providing Support and Services (Basic): Recognizes None required None required (MC 11, s. 96 - Cat. III) **TREASURER** opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2, Managing Work (Basic): Ability to effectively manage Career Service one's time and resources with minimal supervision. Completion of two years OFFICE OF THE CITY 15 CLERK II 3. Providing Support and Services (Basic): Recognizes 295 14,400 None required (Subprofessional) First None required studies in college **TREASURER** opportunities to offer suggestions or alternatives and Level Eligibility explains implications, benefits and disadvantages.

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1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2, Managing Work (Basic): Ability to effectively manage OFFICE OF THE CITY None required one's time and resources with minimal supervision. 16 TICKET CHECKER 300, 301 13,572 3 High School Graduate None required None required (MC 11, s. 96 - Cat. III) 3. Providing Support and Services (Basic): Recognizes TREASURER opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. OFFICE OF THE CITY **Elementary School** Driver License 17 DRIVER 522 3 13, 572 None required 2. Providing Support and Services (Basic): Recognizes None required Graduate (MC 11, s. 96 - Cat. II) **ENGINEER** opportunities to offer suggestions or alternatives and 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. High School Graduate or Electrician (Building wiring) 2. Managing Work (Basic): Ability to effectively manage OFFICE OF THE CITY 18 ELECTRICIAN II 516 6 16,200 Completion of relevant one's time and resources with minimal supervision. None required None required (-250 volts) **ENGINEER** 3. Providing Support and Services (Basic): Recognizes vocational/trade course (MC 10, s. 2013 - Cat. II) opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Career Service 2. Managing Work (Basic): Ability to effectively manage POPULATION PROGRAM OFFICE OF THE CITY Completion of two years 7 802 17,179 None required None required (Subprofessional) First one's time and resources with minimal supervision. WORKER II POPULATION OFFICER studies in college 3, Providing Support and Services (Basic): Recognizes Level Eligibility opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. CITY DISASTER RISK 1 year of relevant Career Service 2, Managing Work (Basic): Ability to effectively manage Completion of 2 years in 4 hours of relevant REDUCTION AND 20 LOCAL DRRM ASSISSTANT 852 8 18,251 (Subprofessional) First experience on one's time and resources with minimal supervision. College training DRRM 3. Providing Support and Services (Basic): Recognizes MANAGEMENT OFFICE Level Eligibility opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. 2. Managing Work (Basic): Ability to effectively manage Career Service one's time and resources with minimal supervision. CITY HEALTH OFFICE Completion of two years 14,400 21 CLERK II 665 None required (Subprofessional) First 3. Providing Support and Services (Basic): Recognizes None required studies in college CAT. II opportunities to offer suggestions or afternatives and Level Eligibility explains implications, benefits and disadvantages. 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. CITY HEALTH OFFICE -Elementary School None required 3. Providing Support and Services (Basic): Recognizes 22 MESSENGER 667 2 12,790 None required None required Graduate (MC 11, s. 96 - Cat. III) CAT, II opportunities to affer suggestions or alternatives and explains implications, benefits and disadvantages.

Career Service Completion of two years OFFICE OF THE CITY 777 23 LIVESTOCK INSPECTOR I 6 16,200 None required None required (Subprofessional) First N/A studies in college **VETERINARIAN** Level Eligibility 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. Must be able to read and None required 2. Providing Support and Services (Basic): Recognizes OFFICE OF THE CITY UTILITY WORKER I 786 1 12,034 None required None required opportunities to offer suggestions or alternatives and write (MC 11, s. 96 - Cat. III) **VETERINARIAN** explains 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. OFFICE OF THE CITY Must be able to read and 2. Providing Support and Services (Basic): Recognizes None required 25 UTILITY WORKER I 559, 617 12.034 None required 1 **GENERAL SERVICES** None required opportunities to offer suggestions or alternatives and write (MC 11, s, 96 - Cat. III) exp{ains **OFFICER** 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. OFFICE OF THE CITY Must be able to read and 2. Providing Support and Services (Basic): Recognizes None required LABORER I 579,580 12.034 None required GENERAL SERVICES None required apportunities to offer suggestions or alternatives and write (MC 11, s. 96 - Cat, III) **OFFICER** explains 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. OFFICE OF THE CITY 2. Providing Support and Services (Basic): Recognizes Must be able to read and None required 27 UTILITY WORKER II 558,598 3 13, 572 None required None required **GENERAL SERVICES** opportunities to offer suggestions or alternatives and write (MC 11, s. 96 - Cat. III) explains **OFFICER** Career Service CITY CULTURE. TOURISM OPERATIONS Completion of two years 7 908 17.179 None required None required (Subprofessional) First N/A HISTORY, ARTS AND ASSISTANT studies in college Level Eligibility TOURISM OFFICE 1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision. CITY CULTURE. 2. Providing Support and Services (Basic): Recognizes Must be able to read and None required 29 PARK ATTENDANT I 907 2 12,790 None required None required HISTORY, ARTS AND apportunities to offer suggestions or alternatives and write (MC 11, s. 96 - Cat. III) explains TOURISM OFFICE Career Service ASSISTANT INFORMATION Completion of two years 4 hours of relevant OFFICE OF THE CITY 1 year of relevant 747 8 18,251 (Subprofessional) First N/A OFFICER studies in college INFORMATION OFFICER experience experience Level Eligibility

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 16, 2021.

- 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
- 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 March 18 to May 17, 2021.

"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."