

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:



JENNY ANNE B. SARMIENTO

Date: March 1, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	COMMUNITY AFFAIRS OFFICER IV	58	22	68,415	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second 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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. 3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs. 4. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents. FUNCTIONAL COMPETENCIES 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 respective offices/departments in particular. 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.	OFFICE OF THE CITY MAYOR

2	ADMINISTRATIVE OFFICER III	228	18	43,681	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <ol style="list-style-type: none"> 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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. 3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs. 4. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents. <p>FUNCTIONAL COMPETENCIES</p> <ol style="list-style-type: none"> 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 respective offices/departments in particular. 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. 	OFFICE OF THE SANGGUNIANG PANLUNGSOD
3	HUMAN RESOURCE MANAGEMENT OFFICER IV	464	22	68,415	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <ol style="list-style-type: none"> 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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. 3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs. 4. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents. <p>FUNCTIONAL COMPETENCIES</p> <ol style="list-style-type: none"> 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 respective offices/departments in particular. 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. 	CITY HUMAN RESOURCES DEVELOPMENT OFFICE

4	MANPOWER DEVELOPMENT OFFICER I	497	11	23,877	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	CITY HUMAN RESOURCES DEVELOPMENT OFFICE
5	LOCAL TREASURY OPERATIONS OFFICER I	293	11	23,877	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	OFFICE OF THE CITY TREASURER
6	RECORDS OFFICER I	545	11	23,877	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	OFFICE OF THE CITY GENERAL SERVICES OFFICER
7	RECORDS OFFICER I	370	11	23,877	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	OFFICE OF THE CITY ACCOUNTANT

8	ADMINISTRATIVE OFFICER I	535	11	23,877	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	OFFICE OF THE CITY ENGINEER
9	NURSE I	405, 406	15	33,575	Bachelor of Science in Nursing	None required	None required	RA 1080	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers.</p>	OFFICE OF THE CITY HEALTH OFFICER
10	MEDICAL OFFICER II	402	18	43,681	Doctor of Medicine	None required	None required	RA 1080	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized.</p> <p>3. Providing Support and Services (Advanced): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Ability to initiate and implement programs.</p> <p>4. Business Writing (Advanced): Ability to create/compose written communication in clear, concise, and coherent manner and correct grammar without supervision. This includes memorandum, minutes of the meeting, correspondences / business letters, proposals, policies and guidelines and other similar documents.</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 respective 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>	OFFICE OF THE CITY HEALTH OFFICER

11	NUTRITIONIST-DIETITIAN I	645	11	23,877	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	<p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers.</p>	CITY HEALTH OFFICE - CAT. II
12	MEDICAL TECHNOLOGIST I	651	11	23,877	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	<p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>FUNCTIONAL COMPETENCIES</p> <p>1. Service Delivery (Intermediate): The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers.</p>	CITY HEALTH OFFICE - CAT. II
13	ENVIRONMENTAL MANAGEMENT SPECIALIST I	751	11	23,877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p>TECHNICAL COMPETENCIES</p> <p>1. Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features.</p> <p>2. Managing Work (Intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p> <p>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.</p>	OFFICE OF THE CITY ENVIRONMENTAL AND NATURAL RESOURCES 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 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."