

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 2, 2021

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	742	1	12,034	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
2	COOK I	740,741	3	13,572	Elementary School Graduate	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
3	DRIVER I	739	3	13,572	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
4	SOCIAL WELFARE AIDE	730, 731, 732, 733, 734, 735, 736, 737, 738	4	14,400	High School Graduate	None required	None required	None required	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER

5	DAY CARE WORKER I	700, 701	6	16,200	High School Graduate	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
6	DAY CARE WORKER II	699	8	18,251	High School Graduate	4 hours of relevant training	1 year of relevant experience	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 CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
7	DRIVER I	860	3	13,572	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	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.	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
8	CLERK I	937, 938	3	13,572	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	CITY HUMAN SETTLEMENTS AND LIVELIHOOD OFFICE
9	DRIVER I	939	3	13,572	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	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	CITY HUMAN SETTLEMENTS AND LIVELIHOOD OFFICE
10	CLERK I	878	3	13,572	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	PUBLIC ORDER AND SAFETY OFFICE

11	CLERK II	877	4	14,400	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages</p>	PUBLIC ORDER AND SAFETY OFFICE
12	MEDICAL LABORATORY TECHNICIAN I	403	6	16,200	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Laboratory Technician	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY HEALTH OFFICER
13	BARANGAY HEALTH AIDE	429,432	4	14,400	High School Graduate	None required	None required	None required	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY HEALTH OFFICER
14	NURSING ATTENDANT I	441,442	4	14,400	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	<p>1. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>2. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains</p>	OFFICE OF THE CITY HEALTH OFFICER
15	BOOKBINDER IV	476	10	21,205	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat.III)	<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>	CITY HUMAN RESOURCES DEVELOPMENT OFFICE
16	REVENUE COLLECTION CLERK I	319	5	15,275	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<p>1. Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents.</p> <p>2. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision.</p> <p>3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.</p>	OFFICE OF THE CITY TREASURER

17	DISBURSING OFFICER I	309	6	16,200	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 TREASURER
18	CLERK II	295	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 TREASURER
19	MIDWIFE I	O-156	9	19,593	Completion of the Midwifery Course	None required	None required	RA 1080 (Midwifery)	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	OSPITAL NG BIÑAN

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 June 17, 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 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 June 21, 2021 to August 31, 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."