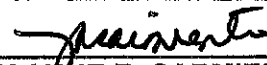


Republic of the Philippines
CGO BIÑAN, LAGUNA
Request for Publication of Vacant Positions

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	CITY GENERAL SERVICES OFFICER I	542	25	98,886	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	First grade or its equivalent NOTE: Biñan resident pursuant to the Local Government Code	<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):</p>	OFFICE OF THE CITY GENERAL SERVICES OFFICER

2	CITY ACCOUNTANT 1	364	25	98,886	Bachelor's degree in Commerce/Business Administration major in Accounting	None	5 years experience in the treasury or accounting service	RA 1080 (Certified Public Accountant) NOTE: Bifian resident pursuant to the Local Government Code	<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>	OFFICE OF THE CITY ACCOUNTANT
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3	CITY GOVERNMENT DEPARTMENT HEAD I	887	25	98,886	Bachelor's Degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	First grade or its equivalent NOTE: Bifian resident pursuant to the Local Government Code	<p>TECHNICAL COMPETENCIES</p> <ol style="list-style-type: none"> 1. Government and Departmental Policies and Procedures(Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, and procedures. 2. Risk Assessment and Management (Advanced): Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk. <p>LEADERSHIP COMPETENCIES</p> <ol style="list-style-type: none"> 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. 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. 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>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 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. 	INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE
4	ADMINISTRATIVE OFFICER I	936	11	23, 877	Bachelor's Degree	None required	None required	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. 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. 	CITY HUMAN SETTLEMENTS AND LIVELIHOOD OFFICE

5	ADMINISTRATIVE OFFICER I	244	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 PLANNING AND DEVELOPMENT COORDINATOR
6	ADMINISTRATIVE OFFICER I	874	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>	PUBLIC ORDER AND SAFETY OFFICER
7	SOCIAL WELFARE OFFICER III	691	18	43,681	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)	<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 SOCIAL WELFARE AND DEVELOPMENT OFFICER

8	SOCIAL WELFARE OFFICER I	696	11	23,877	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	<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. 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. 	OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER
9	ASSISTANT CITY ASSESSOR	338	23	76,907	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	<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 CITY ASSESSOR

10	HUMAN RESOURCE MANAGEMENT OFFICER II	465,466	15	33,575	Bachelor's degree	4 hours of relevant training	1 year 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. 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. 	CITY HUMAN RESOURCES DEVELOPMENT OFFICE
11	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

12	NUTRITIONIST-DIETITIAN I	645	11	23,877	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080 (Nutritionist Dietitian)	<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	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 (Medical Technologist)	<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
14	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 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."