

**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: August 17, 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	NURSE I	0-104, 0-110, 0-112, 0-120, 0-136, 0-137, 0-140, 0-143, 0-152, 0-153	15	33,575	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	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. FUNCTIONAL COMPETENCIES 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.	OSPITAL NG BIÑAN

2	SUPPLY OFFICER III	59	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> <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 MAYOR
3	NURSE I	655	15	33,575	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	<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>	CITY HEALTH OFFICE - CAT. II

4	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
5	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 (Med Tech)	<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
6	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

7	SOCIAL WELFARE OFFICER I	696	11	23,877	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	<p><b>TECHNICAL COMPETENCIES</b></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 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><b>TECHNICAL COMPETENCIES</b></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

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 September 1, 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](http://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](mailto: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 September 2, to 30, 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."*