

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 25, 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	MIDWIFE I	686	9	19,593	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	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 HEALTH OFFICE - CAT. II
2	MIDWIFE II	682	11	23,877	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	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 HEALTH OFFICE - CAT. II
3	CLERK I	798	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	OFFICE OF THE CITY COOPERATIVES OFFICER

4	BOOKBINDER III	496	7	17,179	Elementary School Graduate	None required	None required	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
5	LABORER I	590, 593	1	12,034	Must be able to read and write	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 GENERAL SERVICES OFFICER
6	BUDGETING AIDE	266	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</p>	OFFICE OF THE CITY BUDGETOFFICER
7	REVENUE COLLECTION CLERK I	319, 320, 321, 322, 323	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</p>	OFFICE OF THE CITY TREASURER
8	CLERK I	296, 298	3	13,572	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</p>	OFFICE OF THE CITY TREASURER
9	TICKET CHECKER	304	3	13,572	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<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</p>	OFFICE OF THE CITY TREASURER

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 9, 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 September 10 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."