

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 26, 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	COMPUTER OPERATOR II	896	9	19,593	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, S. 96 - Cat.I) First 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>	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

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 10, 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 11 to October 01, 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."*