

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

To: CIVIL SERVICE COMMISSION (CSC)

Following vacant positions of CGO BIÑAN, LAGUNA in the CSC website:


JENNY ANNE B. SARMIENTO

Date: June 13, 2022

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	SPORTS AND GAMES INSPECTOR II	1024	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 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>	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
2	ADMINISTRATIVE AIDE II (MESSENGER)	1031	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p>1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains implication, benefits and disadvantages</p>	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
3	ADMINISTRATIVE AIDE II (MESSENGER)	307, 308	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p>1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains implication, benefits and disadvantages</p>	OFFICE OF THE CITY BUDGET OFFICER

4	ADMINISTRATIVE AIDE II (MESSENGER)	89	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains Implication, benefits and disadvantages	OFFICE OF THE CITY MAYOR
5	MUSICIAN	1003	5	15,909	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 CULTURE, HISTORY, ARTS and TOURISM OFFICE
6	ADMINISTRATIVE AIDE II (MESSENGER)	915	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains implication, benefits and disadvantages	PUBLIC EMPLOYMENT SERVICES OFFICE
7	ADMINISTRATIVE AIDE III (DRIVER I)	907	3	14,125	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 0 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.	PUBLIC EMPLOYMENT SERVICES OFFICE
8	ADMINISTRATIVE AIDE III (CLERK I)	864	3	14,125	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
9	REVENUE COLLECTION CLERK I	357, 358, 359, 360	5	15,909	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
10	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	241	3	14,125	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 VICE MAYOR

11	ADMINISTRATIVE AIDE III (DRIVER I)	440	3	14,125	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 0 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 ACCOUNTANT
12	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	439	14	32,321	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	TECHNICAL COMPETENCIES 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. Public Relations (Basic): Ability to effectively and courteously communicate the requirements of the office to the public, more particularly the taxpayers or owners of establishments being inspected.	OFFICE OF THE CITY ACCOUNTANT
13	TAX MAPPING AIDE	400, 401	4	14,993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 ASSESSOR
14	NURSING ATTENDANT I	493	4	14,993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 HEALTH OFFICER
15	BARANGAY HEALTH AIDE	485	4	14,993	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 HEALTH OFFICER
16	PROCESS SERVER	547, 548	5	15,909	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 RESOURCES DEVELOPMENT OFFICE

17	ADMINISTRATIVE AIDE II (MESSENGER)	559	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains implication, benefits and disadvantages	CITY HUMAN RESOURCES DEVELOPMENT OFFICE
18	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	680, 681	1	12,517	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 GENERAL SERVICES OFFICER
19	ADMINISTRATIVE AIDE II (MESSENGER)	874	2	13,305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	1. Computer Literacy (Basic) Creates and uses 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 and alternatives and explains implication, benefits and disadvantages	OFFICE OF THE CITY POPULATION 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 28, 2022.

1. Fully accomplished and subscribed 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 accomplish this link (<https://t.ly/June1stLEVEL>) and upload their requirements. Also, you may hand in or send your application through courier to

Jenny Anne B. Sarmiento

Head, City Human Resource Development Office

Brgy. Zapote, Bifan 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 29, July 1, 5, 6, 7, 8, 12, 13, 14, and 15.

"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."