

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	YOUTH DEVELOPMENT OFFICER I	1021	10	22,190	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>	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE

2	ATTORNEY IV	312	23	78,455	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Lawyer)	<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 LEGAL OFFICER
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3	ADMINISTRATIVE OFFICER IV	O-5	15	35,097	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<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 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><b>FUNCTIONAL COMPETENCIES</b></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>	OSPITAL NG BIÑAN
4	NUTRITIONIST-DIETITIAN I	706	11	25,439	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><b>FUNCTIONAL COMPETENCIES</b></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	712	11	25,439	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
6	ADMINISTRATIVE OFFICER I	412, 417	10	22,190	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 ACCOUNTANT

7	ADMINISTRATIVE OFFICER III	407, 408	14	32,321	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 ACCOUNTANT
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8	ACCOUNTANT III	416	19	49,835	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	<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</p>	OFFICE OF THE CITY ACCOUNTANT
9	ADMINISTRATIVE OFFICER V (HRMO III)	522, 527	18	45,203	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>	CITY HUMAN RESOURCES DEVELOPMENT OFFICE

10	TAX MAPPER I	393	11	25,439	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<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>	OFFICE OF THE CITY ASSESSOR
11	CITY GOVERNMENT DEPARTMENT HEAD I	1039	25	100,788	Bachelor's Degree	32 hours of training in management and supervision	5 years in position involving management and supervision	<p>Career Service (Professional) Second Level Eligibility</p> <p>Note: Bifan resident as pursuant to Local Government Code</p>	<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>	CITY HUMAN SETTLEMENTS AND LIVELIHOOD OFFICE

12	INFORMATION SYSTEM ANALYST III	982	19	49,835	Bachelor's Degree relevant to the job	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</p>	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE
13	POPULATION PROGRAM OFFICER II	868	15	35,097	Bachelor's Degree	4 hours of relevant training	1 year 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. 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>	OFFICE OF THE CITY POPULATION OFFICER



14	POPULATION PROGRAM OFFICER I	869	11	25,439	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<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>	OFFICE OF THE CITY POPULATION OFFICER
15	AGRICULTURAL TECHNOLOGIST	693, 695	10	22,190	Bachelor's degree relevant to the job	None Required	None Required	RA 1080 (Agriculturist or Fisheries 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>	OFFICE OF THE CITY AGRICULTURIST

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](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 accomplish this link (<https://t.ly/June2ndLEVEL>) 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, Biñan City, Laguna  
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[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 June 29, July 1, 5, 6, 7, and 8.**

***"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."***