

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BIÑAN, LAGUNA in the CSC website:

  
JENNY ANNE B. SARMIENTO

Date: September 23, 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	TRAFFIC AIDE I	111	3	14,125	High School Graduate	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 MAYOR
2	ADMINISTRATIVE AIDE IV (CLERK II)	103	4	14,993	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 MAYOR
3	ADMINISTRATIVE AIDE II (MESSENGER)	206	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 VICE MAYOR

4	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	208	3	14,125	Must be able to read and write	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 VICE MAYOR
5	TRAFFIC AIDE III	944	7	17,899	High 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 ORDER AND SAFETY OFFICE
6	ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)	483	6	16,877	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	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 CIVIL REGISTRAR
7	ADMINISTRATIVE AIDE II (MESSENGER)	487	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 CIVIL REGISTRAR
8	MIDWIFE III	705	13	29,798	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	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 and alternatives and explains	CITY HEALTH OFFICE - CAT. II
9	MIDWIFE II	709	11	25,439	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	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 and alternatives and explains	CITY HEALTH OFFICE - CAT. II

10	MIDWIFE I	O-156	9	20,402	Completion of the 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"	OSPITAL NG BIÑAN
11	NURSING ATTENDANT I	O-179, O-182	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.	OSPITAL NG BIÑAN
12	ANIMAL KEEPER II	808	6	16,877	Must be able to read and write	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 VETERINARIAN
13	ADMINISTRATIVE AIDE II (MESSENGER)	819	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 VETERINARIAN
14	ADMINISTRATIVE AIDE III (DRIVER I)	872	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 BUSINESS PERMITS AND LICENSING OFFICER
15	ASSESSMENT CLERK I	861	4	14,993	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	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 BUSINESS PERMITS AND LICENSING OFFICER

16	ADMINISTRATIVE AIDE II (MESSENGER)	1,014	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 SETTLEMENTS AND LIVELIHOOD OFFICE
17	LOCAL TREASURY OPERATIONS ASSISTANT	301, 330	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	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
18	ADMINISTRATIVE ASSISTANT II (CASH CLERK III)	329	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	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
19	REVENUE COLLECTION CLERK II	321, 322	7	17,899	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
20	ADMINISTRATIVE AIDE IV (DRIVER II)	291	4	14,993	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 TREASURER
21	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	LSB-33, LSB-34	1	12,517	Must be able to read and write	None Required	None Required	None Required (MC 11,s. 96 - Cat. III)	Competency (if applicable) 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.	LOCAL SCHOOL BOARD

22	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	953	7	17,899	Completion of two years studies in college or High School with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, S.96 - Cat . I) First Level Eligibility	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 fecranized. 2. Providing Support and Services (Basic) Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages.	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE
23	ADMINISTRATIVE AIDE II (MESSENGER)	914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933	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 DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
24	ASSESSMENT CLERK III	352	9	20,402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	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 ASSESSOR
25	ADMINISTRATIVE ASSISTANT IV	414	10	22,190	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 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 HEALTH OFFICER
26	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	996	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.	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE
27	ADMINISTRATIVE AIDE III (DRIVER I)	787	3	14,125	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 -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 ENVIRONMENTAL AND NATURAL RESOURCES OFFICER

28	ADMINISTRATIVE AIDE III (DRIVER I)	781	3	14,125	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 -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 INFORMATION OFFICER
29	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	783	1	12,517	Must be able to read and write	None Required	None Required	None Required (MC 11,s. 96 - Cat. III)	Competency (if applicable) 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 INFORMATION 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 October 10, 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 or most current 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 upload their requirements via this link: <https://cutt.ly/mVnNkA0>, and addressed 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)  
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**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 October 12-28, 2022 and November 7-15, 2022.*

*"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."*