CS Form No. 9
Revised 2018

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)

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

		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
No.	Position Title				Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	NURSE I	711	15	35,097	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)	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 files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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.	CITY HEALTH OFFICE - CAT. II
2	MEDICAL OFFICER III	O-48	21	62,449	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	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 files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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.	OSPITAL NG BIÑAN

3	MEDICAL OFFICER II	O-40	18	45,203	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	1. Computer Literacy (intermediate): Creates and uses new templates, forms, and style sheets to make documents. Doeign elide presentations with enhanced features. 2. Managing Work (intermediate): Ability to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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.	OSPITAL NG BIÑAN
4	MEDICAL TECHNOLOGIST I	O-67	11	25,439	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080 (Medical Technologist)	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 files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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.	OSPITAL NG BIÑAN
5	PHARMACIST I	O-84,O-86	11	25,439	Bachelor's degree in Pharmacy	None Required	None Required	RA 1080 (Pharmacist)	TECHNICAL COMPETENCIES 1. Computer Literacy (intermediate): Creatos and uses new templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (intermediate): Abdity to effectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Sandose (Basio): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 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.	OSPITAL NG BIÑAN
6	NURSE I	O-135	15	35,097	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)	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 files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. FUNCTIONAL COMPETENCIES 1. Service Delivery (intermediate): The ability to provide prompi and quality service in response to the needs of the organization, the public and co-workers.	OSPITAL NG BIÑAN
7	LOCAL TREASURY OPERATIONS OFFICER II	295	15	35,097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second 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. Menaging Work (Intermediate): Ability to affectively manage one's time and resources with minimal supervision. Keeps files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 4. Business Writing (Basic): Ability to greate/compose written communication in clear, concise, and coherent manner and correct grammer, This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents.	OFFICE OF THE CITY TREASURER

Į.

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 files OFFICE OF THE 4 hours of 1 year of Bachelor of Science **RA 1080** organized. CITY HEALTH NURSE II 38,150 456 16 relevant relevant s. Providing Support and Services (Basic): Recognizes opportunities in Nursing (Nurse) to offer suggestions or alternatives and explains implications, **OFFICER** training experience benefits and disadvantages. FUNCTIONAL COMPETENCIES LService Delivery (Intermediatel: The ability to provide prompt and quality service in response to the needs of the organization, the public and co-workers. TECHNICAL COMPETENCIES . 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 OFFICE OF THE Career Service 4 hours of 1 year of Keeps files organized. ADMINISTRATIVE 3. Providing Support and Services (Basic): Recognizes CITY HEALTH (Professional) 410 11 25,439 Bachelor's degree relevant relevant opportunities to offer suggestions or alternatives and explain: OFFICER II implications, benefits and disadvantages. **OFFICER** Second Level Eligibility 4. Business Writing (Basio): Ability to create/compose writte training experience communication in clear, concise, and coherent manner and correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents. TECHNICAL COMPETENCIES Computer Literacy (Intermediate): Creates and uses nev templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively RA 1080 manage one's time and resources with minimal supervision OFFICE OF THE Keeps files organized. (Agriculturist or Bachelor's degree AGRICULTURAL 3, Providing Support and Services (Basic): Recognizes CITY 663 10 22,190 None Required | None Required opportunities to offer suggestions or alternatives and excising Fisheries relevant to the job **TECHNOLOGIST** implications, benefits and disadvantages. **AGRICULTURIST** Business Writing (Basic): Ability to create/compose writte Technologist) communication in clear, concise, and coherent manner and correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents. TECHNICAL COMPETENCIES Computer Literacy (intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design elide presentations with enhanced features. OFFICE OF THE 2. Managing Work (intermediate): Ability to effectively manage one's time and resources with minimal supervision **CITY BUSINESS** Career Service Keeps files organized. **ADMINISTRATIVE** None None 3. Providing Support and Services (Basic): Recognizes (Professional) PERMITS AND 10 22,190 Bachelor's degree 858 opportunities to offer suggestions or alternatives and explain: OFFICER I Required Required implications, benefits and disadvantages. LICENSING Second Level Eligibility f. Business Writing (Basic); Ability to create/compose writter communication in clear, concise, and coherent manner and **OFFICER** correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents.

TECHNICAL COMPETENCIES 1. Government and Departmental Policies and Procedures(Advanced): Ability to understand and apply knowledge of government and departmental statutes, regulations, policies, anprocedures. 2, Risk Assessment and Management (Advanced); Ability to plan, develop, and implement measures that will avoid, overcome or compensate for elements of risk. LEADERSHIP COMPETENCIES 1. Building Collaborative and inclusive Working Relationships (Advanced): Demonstrates adaptability to different protocols, Career Service working styles and individual differences with people inside and outside the organization, identifies barriers to open communication (Professional) 5 years in and initiates appropriate solutions. OFFICE OF THE 32 hours of 2. Managing Performance and Coaching for Results (Advanced): Second Level position Monitors strategic imperatives of the organization and orchestrates **CITY BUSINESS** training in Eligibility teams, work and organizational culture around this, through involving CITY GOVERNMENT **PERMITS AND** 25 100,788 Bachelor's Degree advanced skills in coaching to achieve performance standard. 852 management DEPARTMENT HEAD I management Adjusts style/stance from directing to empowering, based on the **LICENSING** and capabilities and motivation of the employee, providing examples o and Note: Biñan resident behavior consistent with goal achievement. **OFFICER** supervision 3. Creating and Nurturing a High Performing Organization pursuant to the Local supervision (Advanced): Creates a culture where team work and interdependence is nurtured by facilitating collaboration across Government Code organizations. FUNCTIONAL COMPETENCIES 1.Planning, Organizing and Delivering (Advanced): Developing programs and projects, and mobilizing and managing resources, ooth material and human, in order to fully achieve the set objective and targets of the City Government in general and of the offices/departments in particular. 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. TECHNICAL COMPETENCIES Computer Literacy (Intermediate): Creates and uses new templates, forms, and style sheets to make documents. Design silde presentations with enhanced features. 2. Managing Work (Intermediate): Ability to effectively Career Service manage one's time and resources with minimal supervision. OFFICE OF THE (Professional) Keeps files organized. REGISTRATION None None 3, Providing Support and Services (Basic): Recognizes CITY CIVIL 479 10 22,190 Bachelor's degree OFFICER I Second Level Required Required opportunities to offer suggestions or alternatives and explain: REGISTRAR implications, benefits and disadvantages. Eligibility 4. Business Writing (Basio): 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. TECHNICAL COMPETENCIES 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 CITY DISASTER manage one's time and resources with minimal supervision Career Service **RISK REDUCTION** Keeps files organized. OCAL DRRM OFFICER None None 25,439 3. Providing Support and Services (Basio): Recognizes 893 (Professional) Second 11 Bachelor's degree AND MANAGEMENT opportunities to offer suggestions or alternatives and explain Required Required Level Eligibility implications, benefits and disadvantages. OFFICE . Business Writing (Basic). Ability to create/compose writte communication in clear, concise, and coherent manner and correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents.

. .

TECHNICAL COMPETENCIES . Computer Literacy (Intermediate): Creates and uses new Bacherior's degree templates, forms, and style sheets to make documents. 1 year of preferably in any of the Design slide presentations with enhanced features. experience in 2, Managing Work (Intermediate): Ability to effectively 2 hours of following: Operations manage one's time and resources with minimal supervision. **PUBLIC** LABOR AND Career Service Management (OM); relevant program Keeps files organized. 3. Providing Support and Services (Basio); Recognizes **EMPLOYMENT** 15 EMPLOYMENT 879 13 29,798 Human Resource training on management (Professional) opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. Management; Human OFFICER II employment SERVICES OFFICE relative to Second Level Eligibility 4. Business Writing (Basic): Ability to create/compose writte communication in clear, concise, and coherent manner and Resource facilitation employment correct grammar. This includes memorandum, minutes of the Development (HRD); meeting, correspondences / business letters, and other facilitation similar documents. and/or allied fields TECHNICAL COMPETENCIES Computer Literacy (intermediate); Creates and uses nev 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 and correlate one's own time with the other members of the unit. Ability to organize events. Keeps files organized. 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. INFORMATION AND 4. Business Writing (Advanced): Ability to create/compose 8 hours of 2 years of Career Service written communication in clear, concise, and coherent COMMUNICATIONS INFORMATION SYSTEM Bachelor's Degree manner and correct grammar without supervision. This 952 19 49,835 relevant relevant (Professional) ANALYST III relevant to the job **TECHNOLOGY** includes memorandum, minutes of the meeting, training experience correspondences / business letters, proposals, policies and Second Level Eligibility **OFFICE** guidelines and other similar documents. FUNCTIONAL COMPETENCIES 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. 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. TECHNICAL COMPETENCIES . Computer Literapy (Intermediate): Creates and uses nev 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 files organized. 3. Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains Bachelor's degree in RA 1080 OFFICE OF THE Implications, benefits and disadvantages. 17 ENGINEER I Engineering relevant 569 12 27,608 None Required | None Required Business Writing (Basio); Ability to create/compose writte (Engineer) CITY ENGINEER communication in clear, concise, and coherent manner and to the job correct grammar. This includes memorandum, minutes of the meeting, correspondences / business letters, and other similar documents.

18	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	264	11	25,439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second 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 files organized. 3. Providing Support and Serviose (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages. 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.	OFFICE OF THE CITY BUDGET 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;
- 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/SVnMIGW, and addressed 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 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."