CS Form No. 9
Revised 2018

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: March 1, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Source
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	TRAFFIC AIDE I	959	3	14,678	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.	PUBLIC ORDER AND SAFETY OFFICE	QUALIFICATION STANDARDS (Revised 1997)
2	MIDWIFE I	O-156	9	21,211	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	QUALIFICATION STANDARDS (Revised 1997)
3	NURSING ATTENDANT I	O-182	4	15,586	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	QUALIFICATION STANDARDS (Revised 1997)

No.	Position Title	Item Number	Qty	Salary	Education	Training	Experience	Eligibility	Competency	Approving Authority	Legal Basis
4	ASSESSMENT CLERK I	868	4	15,586	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	QUALIFICATION STANDARDS (Revised 1997)
5	ADMINISTRATIVE ASSISTANT IV	866	10	23,176	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 (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. 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	OFFICE OF THE CITY BUSINESS PERMITS AND LICENSING OFFICER	MEMORANDUM CIRCULAR NO. 10, S. 2005
6	REVENUE COLLECTION CLERK II	325	7	18,620	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	QUALIFICATION STANDARDS (Revised 1997)
7	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	LSB-51, LSB-52, LSB-53, LSB-54, LSB-55, LSB-56	1	13,000	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	QUALIFICATION STANDARDS (Revised 1997)

8	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	LSB-57, LSB-58, LSB-59, LSB-60	3	14,678	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	QUALIFICATION STANDARDS (Revised 1997)
9	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	968	7	18,620	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	1. Computer Literacy (Intermediate) Creates and uses now templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (intermediate) Ability to effectively mange 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	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE	QUALIFICATION STANDARDS (Revised 1997)
10	ASSESSMENT CLERK III	355	9	21,211	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 (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	OFFICE OF THE CITY ASSESSOR	QUALIFICATION STANDARDS (Revised 1997)
11	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	720	1	13,000	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.	CITY HEALTH OFFICE - CAT. II	QUALIFICATION STANDARDS (Revised 1997)
12	ADMINISTRATIVE AIDE III (CLERK I)	717	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages	CITY HEALTH OFFICE - CAT. II	QUALIFICATION STANDARDS (Revised 1997)

13	ADMINISTRATIVE AIDE IV (CLERK II)	1,011	4	15,586	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.	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
14	LOCAL LEGISLATIVE STAFF EMPLOYEE I	194	2	13,819	Elementary 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 VICE MAYOR	QUALIFICATION STANDARDS (Revised 1997)
15	ANIMAL KEEPER I	822	4	15,586	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 VETERINARIAN	QUALIFICATION STANDARDS (Revised 1997)
16	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	827	1	13,000	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 VETERINARIAN	QUALIFICATION STANDARDS (Revised 1997)
17	ADMINISTRATIVE AIDE III (DRIVER I)	234	3	14,678	Elementary School Graduate	None Required	None Required	Driver's 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 SANGGUNIANG PANLUNGSOD	QUALIFICATION STANDARDS (Revised 1997)

18	ADMINISTRATIVE ASSISTANT IV	314	10	23,176	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	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. 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 TREASURER	MEMORANDUM CIRCULAR NO. 10, S. 2005
19	PROCESS SERVER	339, 340	5	16,543	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 TREASURER	QUALIFICATION STANDARDS (Revised 1997)
20	ADMINISTRATIVE AIDE I	344	1	13,000	Must be able to read and write	None Required	None Required	None Required	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 TREASURER	MEMORANDUM CIRCULAR NO. 10, S. 2005
21	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	401	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	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	OFFICE OF THE CITY ACCOUNTANT	QUALIFICATION STANDARDS (Revised 1997)

22	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	397	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	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	QUALIFICATION STANDARDS (Revised 1997)
23	ADMINISTRATIVE ASSISTANT IV	386, 387	10	23,176	Completion of two years studies in college or High School with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	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	MEMORANDUM CIRCULAR NO. 10, S. 2005
24	ADMINISTRATIVE ASSISTANT IV	884, 885	10	23,176	Completion of two years studies in college or High School 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	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	PUBLIC EMPLOYMENT SERVICES OFFICE	MEMORANDUM CIRCULAR NO. 10, S. 2005
25	ADMINISTRATIVE ASSISTANT IV	263	10	23,176	Completion of two years studies in college or High School 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	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 BUDGET OFFICER	MEMORANDUM CIRCULAR NO. 10, S. 2005

26	ADMINISTRATIVE AIDE IV (BUDGETING AIDE)	268	4	15,586	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	OFFICE OF THE CITY BUDGET OFFICER	QUALIFICATION STANDARDS (Revised 1997)
27	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	275	3	14,678	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 BUDGET OFFICER	QUALIFICATION STANDARDS (Revised 1997)
28	LOCAL DRRM ASSISTANT	910	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	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.	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	NDRRMC-DILG-DBM-CSC JOINT MEMORANDUM CIRCULAR NO. 2014-1
29	ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)	903	12	29,165	Completion of two years studies in college or High School with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, S.96 - Cat . I) First Level Eligibility	Computer Literacy (Intermediate) Creates and uses now templates, forms, and style sheets to make documents. Design slide presentations with enhanced features. 2. Managing Work (Intermediate) Ability to effectively mange 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.	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
30	ADMINISTRATIVE AIDE III (DRIVER I)	533	3	14,678	Elementary School Graduate	None Required	None Required	Driver's 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.	CITY HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)

					Education	Experience	Training	Eligibility	Competency	Office	Remarks
31	DRAFTSMAN I	547	6	17,553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, S.96 - Cat. I) First Level Eligibility	N/A	OFFICE OF THE CITY ENGINEER	QUALIFICATION STANDARDS (Revised 1997)
32	ELECTRICAL INSPECTOR I	552	6	17,553	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 11, s. 96 - Cat I)	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 ENGINEER	QUALIFICATION STANDARDS (Revised 1997)
33	ADMINISTRATIVE AIDE VI (LABOR FOREMAN)	556	6	17,553	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	OFFICE OF THE CITY ENGINEER	QUALIFICATION STANDARDS (Revised 1997)
34	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	796, 805	1	13,000	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 ENVIRONMENTAL AND NATURAL RESOURCES OFFICER	QUALIFICATION STANDARDS (Revised 1997)
35	ASSESMENT CLERK I	357	4	15,586	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	OFFICE OF THE CITY ASSESSOR	QUALIFICATION STANDARDS (Revised 1997)

36	ADMINISTRATIVE AIDE III (CLERK I)	362	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Computer Literacy (Basic): Creates and uses new templates, forms, and style sheets to make documents. Managing Work (Basic): Ability to effectively manage one's time and resources with minimal supervision Providing Support and Services (Basic): Recognizes opportunities to offer suggestions or alternatives and explains implications, benefits and disadvantages	OFFICE OF THE CITY ASSESSOR	QUALIFICATION STANDARDS (Revised 1997)
37	ADMINISTRATIVE AIDE II (MESSENGER)	74	2	13,819	Elementary School Graduate	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 MAYOR	QUALIFICATION STANDARDS (Revised 1997)
38	BARANGAY HEALTH AIDE	464	4	15,586	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	QUALIFICATION STANDARDS (Revised 1997)
39	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	481	1	13,000	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 HEALTH OFFICER	QUALIFICATION STANDARDS (Revised 1997)
40	TRAFFIC AIDE I	108	3	14,678	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	QUALIFICATION STANDARDS (Revised 1997)
41	NURSING ATTENDANT II	440	6	17,553	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	OFFICE OF THE CITY HEALTH OFFICER	QUALIFICATION STANDARDS (Revised 1997)

| 42 | ADMINISTRATIVE AIDE IV (STOREKEEPER I) | O-214 | 4 | 15,586 | 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 | OSPITAL NG BIÑAN | QUALIFICATION STANDARDS (Revised 1997) |
| 43 | ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) | 597 | 4 | 15,586 | 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 GENERAL SERVICES OFFICER | QUALIFICATION STANDARDS (Revised 1997) |

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 March 17, 2023.

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/j3Obgd5* , 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 March 20 - 31, April 3-28, and May 2-31, 2023.

"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."