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	NURSE I	O-112, O-121, O-125, O-136, O-139	15	36,619	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	OSPITAL NG BIÑAN	QUALIFICATION STANDARDS (Revised 1997)
2	INFORMATION SYSTEM ANALYST III	965	19	51,357	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years 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. 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	INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE	QUALIFICATION STANDARDS (Revised 1997)

#	Position				Education	Training	Experience	Eligibility	Competency	Office	Reference
3	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	262	11	27,000	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 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	OFFICE OF THE CITY BUDGET OFFICER	QUALIFICATION STANDARDS (Revised 1997)
4	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	261	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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. 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 BUDGET OFFICER	QUALIFICATION STANDARDS (Revised 1997)
5	AGRICULTURAL TECHNOLOGIST	674	10	23,176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080 (Agriculturist or Fisheries Technologist)	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. 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 AGRICULTURIST	CSC MEMORANDUM CIRCULAR NO. 01, S. 2013

6	ENVIRONMENTAL MANAGEMENT SPECIALIST I	793	11	27,000	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 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.	OFFICE OF THE CITY ENVIRONMENTAL AND NATURAL RESOURCES OFFICER	QUALIFICATION STANDARDS (Revised 1997)
7	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	224	23	80,003	Bachelor's Degree	16 hours of relevant training	3 years 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. 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. 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. FUNCTIONAL COMPETENCIES 1.Planning, Organizing and Delivering	OFFICE OF THE SANGGUNIANG PANGLUNSOD	QUALIFICATION STANDARDS (Revised 1997)
8	LOCAL TREASURY OPERATIONS OFFICER III	294	18	46,725	Bachelor's degree	8 hours of relevant training	2 years 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. 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.	OFFICE OF THE CITY TREASURER	QUALIFICATION STANDARDS (Revised 1997)

9	LOCAL TREASURY OPERATIONS OFFICER I	298	11	27,000	Bachelor's degree	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 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	OFFICE OF THE CITY TREASURER	QUALIFICATION STANDARDS (Revised 1997)
10	ADMINISTRATIVE OFFICER II	290	11	27,000	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 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,	OFFICE OF THE CITY TREASURER	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005
11	ADMINISTRATIVE OFFICER I	291	10	23,176	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 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	OFFICE OF THE CITY TREASURER	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005

No.	Position				Education	Training	Experience	Eligibility	Competencies	Office	
12	MEDICAL OFFICER III	423	21	63,997	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	OFFICE OF THE CITY HEALTH OFFICER	QUALIFICATION STANDARDS (Revised 1997)
13	NURSE III	424	17	43,030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	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	OFFICE OF THE CITY HEALTH OFFICER	QUALIFICATION STANDARDS (Revised 1997)
14	NURSE I	445	15	36,619	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	OFFICE OF THE CITY HEALTH OFFICER	QUALIFICATION STANDARDS (Revised 1997)

								TECHNICAL COMPETENCIES		
15	ADMINISTRATIVE OFFICER III	415	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second 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	OFFICE OF THE CITY HEALTH OFFICER	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005
16	ADMINISTRATIVE OFFICER II	417	11	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second 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	OFFICE OF THE CITY HEALTH OFFICER	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005
17	ADMINISTRATIVE OFFICER II	382	11	27,000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second 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	OFFICE OF THE CITY ACCOUNTANT	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005

18	ADMINISTRATIVE OFFICER IV	831, 832	15	36,619	Bachelor's degree relevant to the job	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. 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	OFFICE OF THE CITY EDUCATION OFFICER	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005
19	ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)	784	11	27,000	Bachelor's degree	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 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	OFFICE OF THE CITY INFORMATION OFFICER	QUALIFICATION STANDARDS (Revised 1997)
20	ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II)	781	15	36,619	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. 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	OFFICE OF THE CITY INFORMATION OFFICER	QUALIFICATION STANDARDS (Revised 1997)
21	COMMUNITY AFFAIRS OFFICER IV	46	22	71,511	Bachelor's degree	16 hours of relevant training	3 years 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. 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	OFFICE OF THE CITY MAYOR	QUALIFICATION STANDARDS (Revised 1997)

#	Position	Item No.	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency	Office	Legal Basis
22	LOCAL DRRM OFFICER III	902	18	46,725	Bachelor's degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	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 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	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	NDRRM-DILG-DBM-CSC JOINT MEMORANDUM CIRCULAR NO. 2014-1
23	STATISTICIAN I	250	11	27,000	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 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	OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR	QUALIFICATION STANDARDS (Revised 1997)
24	ADMINISTRATIVE OFFICER IV	1,001	15	36,619	Bachelor's Degree relevant to the job	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. 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	CITY YOUTH AND SPORTS DEVELOPMENT OFFICE	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005
25	ADMINISTRATIVE OFFICER I	358	10	23,176	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 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	OFFICE OF THE CITY ASSESSOR	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005

26	ADMINISTRATIVE OFFICER I	882	10	23,176	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 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	PUBLIC EMPLOYMENT SERVICES OFFICE	CSC MEMORANDUM CIRCULAR NO. 10, S. 2005

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/83Obv6d_**, 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 Biñan is an equal opportunity employer. All applications are decided on the applicants' qualifications, merit, fitness to the position applied for. CGO Biñan 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."