

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: August 10, 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	ASSESSMENT CLERK II	867	6	17,553	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. 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 BUSINESS PERMITS AND LICENSING OFFICER	QUALIFICATION STANDARDS (Revised 1997)
2	LICENSE INSPECTOR I	862	6	17,553	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. 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 BUSINESS PERMITS AND LICENSING OFFICER	QUALIFICATION STANDARDS (Revised 1997)
3	MIDWIFE II	698, 699, 702	11	27,000	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 or alternatives and explains	CITY HEALTH OFFICE - CAT. II	QUALIFICATION STANDARDS (Revised 1997)

4	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	993	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.	CITY CULTURE, HISTORY, ARTS AND TOURISM OFFICE	QUALIFICATION STANDARDS (Revised 1997)
5	BANDMASTER	983	9	21,211	High School Graduate	4 hours of relevant training	1 year of relevant experience	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. 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 CULTURE, HISTORY, ARTS AND TOURISM OFFICE	QUALIFICATION STANDARDS (Revised 1997)
6	YOUTH DEVELOPMENT ASSISTANT I	1010	5	16,543	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. 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	YOUTH AND SPORTS DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
7	ADMINISTRATIVE AIDE II (MESSENGER)	1018	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.	YOUTH AND SPORTS DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
8	ADMINISTRATIVE AIDE III (CLERK I)	953	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	PUBLIC ORDER AND SAFETY OFFICE	QUALIFICATION STANDARDS (Revised 1997)
9	ADMINISTRATIVE AIDE IV (CLERK II)	952	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.	PUBLIC ORDER AND SAFETY OFFICE	QUALIFICATION STANDARDS (Revised 1997)
10	POPULATION PROGRAM WORKER II	851	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. 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 POPULATION OFFICER	QUALIFICATION STANDARDS (Revised 1997)

11	ADMINISTRATIVE AIDE IV (CLERK II)	245	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.	OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR	QUALIFICATION STANDARDS (Revised 1997)
12	NURSING ATTENDANT I	O-184	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)
13	LABORATORY AIDE I	O-74	2	13,819	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)
14	ADMINISTRATIVE AIDE II (MESSENGER)	201	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 implications, benefits and disadvantages.	OFFICE OF THE CITY VICE MAYOR	QUALIFICATION STANDARDS (Revised 1997)
15	ADMINISTRATIVE AIDE IV (DRIVER II)	199	4	15,586	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 implications, benefits and disadvantages.	OFFICE OF THE CITY VICE MAYOR	QUALIFICATION STANDARDS (Revised 1997)
16	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	205	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.	OFFICE OF THE CITY VICE MAYOR	QUALIFICATION STANDARDS (Revised 1997)
17	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	508	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.	CITY HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)

18	ADMINISTRATIVE AIDE III (CLERK I)	528	3	14,678	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 HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
19	ADMINISTRATIVE AIDE II (MESSENGER)	536	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 implications, benefits and disadvantages.	CITY HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
20	ADMINISTRATIVE ASSISTANT II (HRMA)	515, 519	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	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 HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
21	SENIOR ADMINISTRATIVE ASSISTANT I (DATA CONTROLLER IV)	511	13	31,320	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat. I) 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 HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS (Revised 1997)
22	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	398	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	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 ACCOUNTANT	QUALIFICATION STANDARDS (Revised 1997)
23	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	403	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	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 ACCOUNTANT	QUALIFICATION STANDARDS (Revised 1997)
24	ADMINISTRATIVE AIDE IV (ELECTRICIAN)	125	4	15,586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC II, 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 implications, benefits and disadvantages.	OFFICE OF THE CITY MAYOR	QUALIFICATION STANDARDS (Revised 1997)

25	REVENUE COLLECTION CLERK III	317	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 (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)
26	REVENUE COLLECTION CLERK II	326	7	18,620	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	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)
27	ADMINISTRATIVE AIDE VI (DISBURSING OFFICER I)	315	6	17,553	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)
28	ADMINISTRATIVE ASSISTANT IV	734	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	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 SOCIAL WELFARE AND DEVELOPMENT OFFICER	MEMORANDUM CIRCULAR NO. 10, S.2005
29	DAY CARE WORKER I	738, 741	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. 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 SOCIAL WELFARE AND DEVELOPMENT OFFICER	QUALIFICATION STANDARDS (Revised 1997)
30	SOCIAL WELFARE AIDE	752	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. 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 SOCIAL WELFARE AND DEVELOPMENT OFFICER	QUALIFICATION STANDARDS (Revised 1997)
31	COOK I	778	3	14,678	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. 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 SOCIAL WELFARE AND DEVELOPMENT OFFICER	QUALIFICATION STANDARDS (Revised 1997)

32	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	276	14	33,843	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat. I) 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 BUDGET OFFICER	QUALIFICATION STANDARDS (Revised 1997)
33	ADMINISTRATIVE ASSISTANT II (CLERK IV)	893	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	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.	PUBLIC EMPLOYMENT SERVICES OFFICE	QUALIFICATION STANDARDS (Revised 1997)
34	CEMETERY CARETAKER	593	2	13,819	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 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 August 28, 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/Photocopy 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://rb.gy/76bvt>, and addressed to:

Jenny Anne B. Sarmiento
Head, City Human Resource Development Office
Brgy. Zapote, Bifian 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 August 29-31, 2023, September 1-22, 2023, and October 3-31, 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."