

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)

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 26, 2024

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	COOPERATIVES DEVELOPMENT SPECIALIST II	839	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	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 COOPERATIVES OFFICER	QUALIFICATION STANDARDS
2	ADMINISTRATIVE OFFICER II	185	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.	OFFICE OF THE CITY VICE MAYOR	MEMORANDUM CIRCULAR NO. 10, S. 2005
3	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	642	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 GENERAL SERVICES OFFICER	QUALIFICATION STANDARDS

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 April 11, 2024.

1. Fully accomplished and subscribed Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017)
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://cutt.ly/2w9L0p9A>, 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 May 1-31, 2024.

"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."