

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 16, 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	ANIMAL KEEPER III	808	9	21,211	Must be able to read and write	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY VETERINARIAN	QUALIFICATION STANDARDS
2	MIDWIFE I	456	9	21,211	Completion of Midwifery Course	None Required	None Required	RA 1080 (Midwife)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY HEALTH OFFICER	QUALIFICATION STANDARDS/ DBM LBC 2009-92 (ANNEX B)
3	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	LSB-61, LSB-62, LSB-63	3	14,678	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	LOCAL SCHOOL BOARD	QUALIFICATION STANDARDS
4	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	391	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	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY ACCOUNTANT	QUALIFICATION STANDARDS

5	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	263	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	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY BUDGET OFFICER	QUALIFICATION STANDARDS
6	ADMINISTRATIVE AIDE III (DRIVER I)	371	3	14,678	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY ASSESSOR	QUALIFICATION STANDARDS
7	ADMINISTRATIVE AIDE IV (DRIVER II)	571	4	15,586	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY ENGINEER	QUALIFICATION STANDARDS
8	SEAMSTRESS	O-224	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.	OSPITAL NG BIÑAN	QUALIFICATION STANDARDS
9	ADMINISTRATIVE AIDE II (MESSENGER)	O-227	2	13,819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	OSPITAL NG BIÑAN	QUALIFICATION STANDARDS
10	ADMINISTRATIVE AIDE VI (STOREKEEPER II)	O-220	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	TECHNICAL COMPETENCIES 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	OSPITAL NG BIÑAN	QUALIFICATION STANDARDS
11	ADMINISTRATIVE AIDE III (CLERK I)	O-15	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	TECHNICAL COMPETENCIES 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	OSPITAL NG BIÑAN	QUALIFICATION STANDARDS
12	PROCESS SERVER	528	5	16,543	High School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	CITY HUMAN RESOURCES DEVELOPMENT OFFICE	QUALIFICATION STANDARDS

13	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	1062, 1063, 1064, 1065	3	14,678	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	CITY COMMUNITY AFFAIRS OFFICE	QUALIFICATION STANDARDS
14	ADMINISTRATIVE AIDE II (MESSENGER)	1066	2	13,819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	CITY COMMUNITY AFFAIRS OFFICE	QUALIFICATION STANDARDS
15	ADMINISTRATIVE AIDE III (CLERK I)	913	3	14,678	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	TECHNICAL COMPETENCIES 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	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	QUALIFICATION STANDARDS
16	ADMINISTRATIVE AIDE III (CLERK I)	841	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY COOPERATIVES OFFICER	QUALIFICATION STANDARDS
17	ADMINISTRATIVE AIDE II (MESSENGER)	188, 199	2	13,819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY VICE MAYOR	QUALIFICATION STANDARDS
18	LOCAL LEGISLATIVE STAFF EMPLOYEE I	191	2	13,819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	OFFICE OF THE CITY VICE MAYOR	QUALIFICATION STANDARDS
19	ADMINISTRATIVE AIDE II (MESSENGER)	940	2	13,819	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)	TECHNICAL COMPETENCIES 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	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	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 September 2, 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) 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. 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://tinyurl.com/bddzzy54>, 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 September 3-30, October 1-31, and November 4-15, 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."