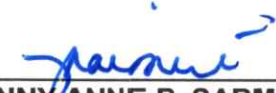


Republic of the Philippines
CGO BIÑAN, LAGUNA
Request for Publication of Vacant Positions

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: October 1, 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	ASSISTANT CITY TREASURER	281	22	71,511	College degree preferably in commerce, public administration, or law from a recognized college or university	None required	5 years of experience in the treasury or accounting service	First grade civil service eligible or its equivalent Note: A resident of the City of Biñan	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	LOCAL GOVERNMENT CODE OF 1991

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter stating the position, item number, office and send to the address below not later than October 16, 2024. Please take note that original documents will be required by the HRMPSB for validation.

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. Photocopy of Certificate of Employment with a summary of actual duties;
3. Photocopy of DOF Examination/Certification (if any);
4. Performance rating in the present or most current position for one (1) year;
5. Photocopy of Certificate of Relevant Training;
6. Photocopy of designation as Acting or Officer-In-Charge Treasurer or Assistant Treasurer, if any;

7. Photocopy of certificate of eligibility/rating/license;
8. Photocopy of Transcript of Records;
9. Photocopy of valid NBI Clearance; and
10. Photocopy of Certificate of Good Moral Character issued by the current employer.

QUALIFIED APPLICANTS are advised to upload their requirements via this link: <https://tinyurl.com/455na2kh>, and addressed to:

ATTY. WALFREDO R. DIMAGUILA, JR.

City Mayor

Thru: The HRMPSB

HRDO, 3rd Floor City Hall

Brgy. Zapote, City of Biñan, Laguna

chrd@binan.gov.ph

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 October 17, 2024.

"The City Government of Binari is an equal opportunity employer. All applications are decided on the applicants' qualifications, merit, fitness to the position applied for. CGO Binari 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."