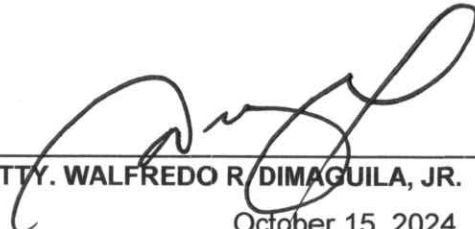


Republic of the Philippines  
CGO BIÑAN, LAGUNA  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BIÑAN, LAGUNA in the CSC website:

  
 \_\_\_\_\_  
 ATTY. WALFREDO R. DIMAGUILA, JR.  
 Date: \_\_\_\_\_ October 15, 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	23	80,003	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 30, 2024. Please take note that original documents will be required by the HRMP SB.

1. Three (3) original copies of Personal Data Sheet (PDS) - CSC Form No. 212 with the following:
  - 1.1 Three (3) original copies of Service Record
  - 1.2 Three (3) original copies of Work Experience Sheet
  - 1.3 One (1) certified copy of Previous Office Order of Designation as Treasurer/Assistant Treasurer, if any
  - 1.4 One (1) photocopy of Sworn Certificate of Employment (for private work experience)
  - 1.5 One (1) certified copy of Latest Approved Appointment (if applicable)
  - 1.6 One (1) original copy of Certificate of Residency issued by the concerned Barangay Chairman and stating the candidate's good moral character

2. One (1) Authenticated Copy for each applicable eligibility:
  - 2.1 Civil Service Commission for CSP and/or BCLTE
  - 2.2 Professional Regulation Commission (PRC)
  - 2.3 Bar
3. One (1) Certified Copy of each Relevant Training Certificates
4. One (1) Certified Copy of Performance Evaluation for the last two (2) rating periods

**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 Bifian, Laguna

[chrd@binan.gov.ph](mailto: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.*

*"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."*