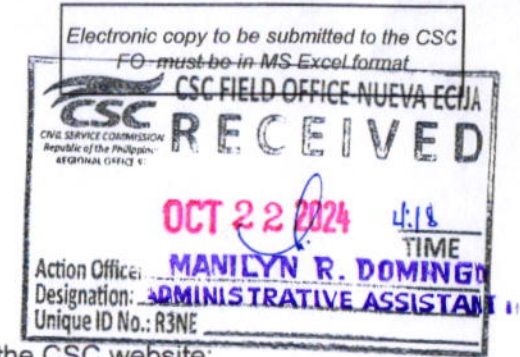


Republic of the Philippines
CGO SAN JOSE, NUEVA ECIJA
 Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO SAN JOSE, NUEVA ECIJA in the CSC website:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

Date: October 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide II (Messenger)	44	2	12437	Elementary School Graduate	None required	None required	None required		City Treasurer's Office
2	Administrative Aide II (Messenger)	18	2	12437	Elementary School Graduate	None required	None required	None required		City Accounting Office
3	Administrative Aide IV (Electrician I)	42	4	14027	High School graduate or completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) MC 10 series 2013		City Engineering Office
4	Administrative Aide III (Driver I)	18	3	13210	Elementary School Graduate	None required	None required	Professional Driver's license		City General Services Office

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 **November 10, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

2nd Floor, City Hall Compound, San Jose City Nueva Ecija

chrmolgu_sjcne@yahoo.com



Note: For Equal Employment Opportunity Policy (EEO), let us know if the applicant needs special assistance during the conduct of the screening and interview process.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HR Copy



Republic of the Philippines
San Jose City - 3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

October 22, 2024

MAJ ELEANOR M. PRADO (RES) PA
Director II
Civil Service Commission
Sta. Rosa, Nueva Ecija



Dear Director Prado:

May I respectfully request your good office to kindly include the attached list of Vacant Positions of this local government unit in the monthly bulletin/publication of vacant positions in the government, to wit:

OFFICE	POSITION	PAGE	ITEM NO.	SG
City Treasurer's Office	- Administrative Aide II (Messenger)	53	44	2
City Accounting Office	- Administrative Aide II (Messenger)	62	18	2
City Engineering Office	- Administrative Aide IV (Electrician I)	103	42	4
City General Services Office	- Administrative Aide III (Driver I)	94	18	3
X-X-X				

Very truly yours,

ROMEO S. YACAN, JR.
City Human Resource Mgt. Officer

Encl.:
As stated