

HR Copy

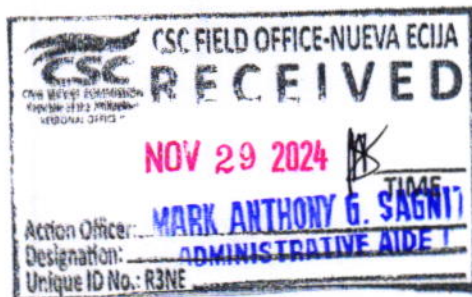


Republic of the Philippines
San Jose City – 3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

November 29, 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:

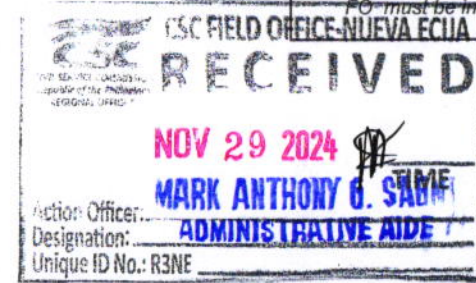
OFFICE	POSITION	PAGE	ITEM NO.	SG
City Public Market Office	- Metro Aide I	38	21	2
	- Administrative Aide I (Laborer I)	40	32	1
City Legal Office	- Administrative Aide II (Messenger)	42	7	2
City Treasurer's Office	- Local Revenue Collection Officer I	50	19	11
	- Revenue Collection Clerk II	52	37	7
	- Administrative Officer V (Cashier III)	53	46	18
	- Local Treasury Operations Officer III	54	51	18
City Health Office	- Nurse I	65	28	15
	- Sanitation Inspector VI	68	54	18
City Social Welfare and Development Office	- Social Welfare Officer II	70	5	15
City Engineering Office	- Engineer III	99	3	19
	- Engineer I	104	44	12
Housing and Homesite Regulations Services Office	- Administrative Officer V (Administrative Officer III)	110	1	18
X-X-X				

Very truly yours,

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

Encl.:
As stated

Republic of the Philippines
CGO SAN JOSE, NUEVA ECIIA
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 ECIIA in the CSC website:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

Date:

November 29, 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	Metro Aide I	21	2	12437	Must be able to read and write	None required	None required	None required		City Public Market Office
2	Administrative Aide I (Laborer I)	32	1	11700	Must be able to read and write	None required	None required	None required		City Public Market Office
3	Administrative Aide II (Messenger)	7	2	12437	Elementary School Graduate	None required	None required	None required		City Legal Office
4	Local Revenue Collection Officer I	19	11	24300	Bachelor's degree	None required	None required	Career Service Professional / 2nd level eligibility		City Treasurer's Office
5	Revenue Collection Clerk II	37	7	16758	Completion of two (2) years studies in college	None required	None required	Career Service Subprofessional / 1st level eligibility		City Treasurer's Office
6	Administrative Officer V (Cashier III)	46	18	42053	Bachelor's degree	Eight (8) hours relevant training	Two (2) years of relevant experience	Career Service Professional / 2nd level eligibility		City Treasurer's Office
7	Local Treasury Operations Officer III	51	18	42053	Bachelor's degree	Eight (8) hours relevant training	Two (2) years of relevant experience	Career Service Professional / 2nd level eligibility		City Treasurer's Office
8	Nurse I	28	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080		City Health Office

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)	
9	Sanitation Inspector VI	54	18	46725	Completion of two (2) years studies in college	Twenty Four (24) hours of relevant training	Four (4) years of relevant experience	Career Service Subprofessional / 1st level eligibility		City Health Office
10	Social Welfare Officer II	5	15	32957	Bachelor's degree in Social Work	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Social Work		City Social Welfare and Development Office
11	Engineer III	3	19	46221	Bachelor's degree in Engineering relevant to the job	Eight (8) hours relevant training	Two (2) years of relevant experience	RA 1080		City Engineering Office
12	Engineer I	44	12	26249	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		City Engineering Office
13	Administrative Officer V (Administrative Officer III)	1	18	42053	Bachelor's degree	Eight (8) hours relevant training	Two (2) years of relevant experience	Career Service Professional / 2nd level eligibility		Housing and Homesite Regulations 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 **December 15, 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
4. Photocopy of Transcript of Records.

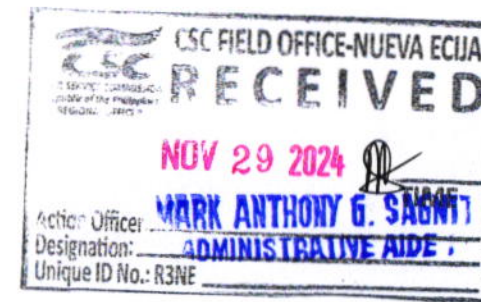
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.