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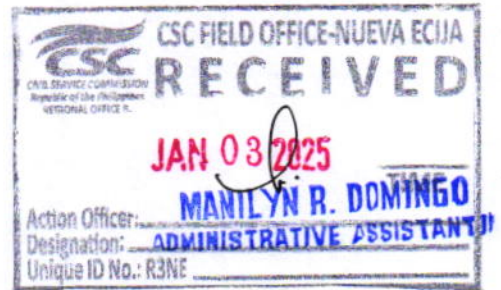


Republic of the Philippines
San Jose City - 3121
-oOo-

CITY HUMAN RESOURCE MANAGEMENT OFFICE

January 2, 2025

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
Business Permits and Licenses Office	- Licensing Officer IV	6	38	22
City Nutrition Office	- City Government Assistant Department Head I	8	50	23
Local Disaster Risk Reduction Management Office	- City Government Department Head I (Local Disaster Risk Reduction Management Officer)	21	1	25
City Human Resource Management Office	- Supervising Administrative Officer (HRMO IV)	23	2	22
Sangguniang Panlungsod Office	- Senior Administrative Assistant II (Computer Operator IV)	34	21	14
City Legal Office	- Administrative Aide II (Messenger)	42	6	2
City Budget Office	- City Government Assistant Dept. Head I	44	2	23
City Budget Office	- Administrative Aide II (Messenger)	45	11	2
City Accounting Office	- Administrative Aide II (Messenger)	61	18	2
City Accounting Office	- Administrative Officer II (Fiscal Examiner I)	61	19	11
City Accounting Office	- Administrative Assistant I (Computer Operator I)	62	20	7
City Accounting Office	- Administrative Aide IV (Accounting Clerk I)	62	21	4

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City Accounting Office	- Administrative Aide II (Messenger)	62	22, 23	2
City Health Office	- Dentist I	64	15, 16	14
City Health Office	- Midwife I	68	56, 57, 58, 59	9
City Social Welfare and Dev't. Office	- Psychologist III	72	9	18
City Social Welfare and Dev't. Office	- Day Care Worker I	73, 74	27, 28, 29, 30, 31	6
City Civil Registrar	- City Government Department Head I (City Civil Registrar)	82	1	25
City Civil Registrar	- Administrative Officer I - (Records Officer I)	82	6	10
City Engineering Office	- Laborer I	104	31	1
City Engineering Office	- Heavy Equipment Operator II	107	50	6
Person with Disability Affairs Office (PDAO)	- Disability Affairs Officer III	110	1	18
Solo Parents Office (SPO)	- Social Welfare Officer II	127	1	15
Kolehiyo ng Lungsod ng San Jose	- College Administrator	124	1	25
Kolehiyo ng Lungsod ng San Jose	- Instructor II	124	4	13
Kolehiyo ng Lungsod ng San Jose	- Instructor I	124	8	12
Kolehiyo ng Lungsod ng San Jose	- Administrative Officer II (Administrative Officer I)	125	12	11
Kolehiyo ng Lungsod ng San Jose	- Registrar I	125	13	11
Kolehiyo ng Lungsod ng San Jose	- Guidance Counselor I	125	16	11
Kolehiyo ng Lungsod ng San Jose	- Administrative Assistant I - (Computer Operator I)	125	17	7
Kolehiyo ng Lungsod ng San Jose	- Administrative Aide III (Driver I)	125	19	3
Kolehiyo ng Lungsod ng San Jose	- Administrative Aide II (Messenger)	126	22	2
Kolehiyo ng Lungsod ng San Jose	- Administrative Aide I (Utility Worker I)	126	23	1
City Engineering Office	- Administrative Aide IV (Electrician I)	106	43	4
Special Project - OCM	- City Government Department Head I	10	58	25
Community Affairs Office	- Community Affairs Officer II	19	4	15
City Human Resource Management Office	- Administrative Aide IV (HRM Aide)	26	5	4
City Public Market Office	- Metro Aide I	38	21	2
City Public Market Office	- Administrative Aide I (Laborer I)	40	32	1
City Budget Office	- Administrative Aide IV - (Budgeting Aide)	45	9	4
City Treasurer's Office	- Security Guard I	49	9	3
City Treasurer's Office	- Local Revenue Collection Officer I	50	19	11
City Treasurer's Office	- Revenue Collection Clerk II	52	37	7
City Treasurer's Office	- Administrative Aide II (Messenger)	53	44	2
City Treasurer's Office	- Administrative Officer V (Cashier III)	53	46	1
City Treasurer's Office	- Local Treasury Operations Officer III	54	61	1

CSC FIELD OFFICE NCR/EA/ECJA

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JAN 03 2025

Action Officer: **MANILYN R. DOMINGO**
Designation: **ADMINISTRATIVE ASSISTANT**
Unique ID No.: **R3NE**

City Health Office	- Rural Health Physician	63	3	24
City Health Office	- Nurse I	66	30	15
City Health Office	- Sanitation Inspector VI	68	60	18
City Social Welfare and Dev't. Office	- Social Welfare Officer II	71	5	15
City Veterinary Office	- Administrative Aide I (Utility Worker I)	85	9	1
City General Services Office	- Administrative Aide III (Driver I)	96	19	3
City Engineering Office	- Engineer III	101	3	19
City Engineering Office	- Administrative Aide IV (Electrician I)	105	42	4
City Engineering Office	- Engineer I	106	44	12
Housing and Homesite Regulations Services Office	- Administrative Officer V (Administrative Officer III)	112	1	18
Ospital ng Lungsod ng San Jose	- Medical Officer III	114	9	21
City Public Market Office	- Market Inspector II	37	5	8
X-X-X	-			

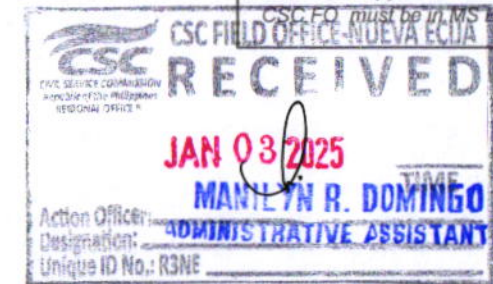
Very truly yours,

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

Encl.:
 As stated



Republic of the Philippines
CGO SAN JOSE, NUEVA 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

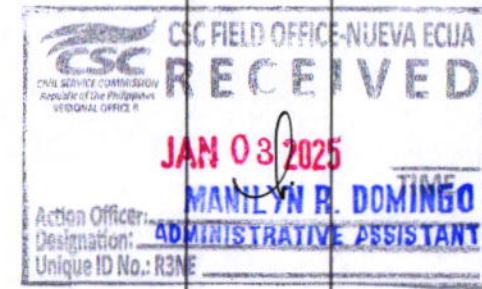
Date: January 2, 2025

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	Licensing Officer IV	38	22	71094	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) ; Second Level Eligibility		Business Permits and Licenses Office
2	City Government Assistant Department Head I	50	23	79476	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) ; Second Level Eligibility		City Nutrition Office
3	City Government Department Head I (Local Disaster Risk Reduction Management Officer)	1	25	101848	Bachelor's degree	Thirty Two (32) hours of training in management and supervision on Disaster Risk Reduction and Management	Five (5) years in position involving management and supervision, 1 year of which is relevant to Disaster Risk Reduction and Management	Career Service (Professional) ; Second Level Eligibility		Local Disaster Risk Reduction Management Office
4	Supervising Administrative Officer (HRMO IV)	2	22	71094	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) ; Second Level Eligibility		City Human Resource Management 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)	
5	Senior Administrative Assistant II (Computer Operator IV)	21	14	33662	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Subprofessional); Data Encoder; First Level Eligibility		Sangguniang Panlungsod Office
6	Administrative Aide II (Messenger)	6	2	13653	Elementary School Graduate	None required	None required	None required		City Accounting Office
7	City Government Assistant Dept. Head I	2	23	79476	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional); Second Level Eligibility		City Budget Office
8	Administrative Aide II (Messenger)	11	2	13653	Elementary School Graduate	None required	None required	None required		City Budget Office
9	Administrative Aide II (Messenger)	18	2	13653	Elementary School Graduate	None required	None required	None required		City Accounting Office
10	Administrative Officer II (Fiscal Examiner I)	19	11	27086	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		City Accounting Office
11	Administrative Assistant I (Computer Operator I)	20	7	18397	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional); Data Encoder; First Level Eligibility		City Accounting Office
12	Administrative Aide IV (Accounting Clerk I)	21	4	15399	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility		City Accounting Office
13	Administrative Aide II (Messenger)	22, 23	2	13653	Elementary School Graduate	None required	None required	None required		City Accounting Office
14	Dentist I	15, 16	14	35434	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080		City Health Office
15	Midwife I	56, 57, 58, 59	9	22219	Completion of the Midwifery Course	None required	None required	RA 1080		City Health Office

CSC FIELD OFFICE - NUEVA ECARICA
RECEIVED
JAN 03 2025
MANILYN B. DOMINGO
 Action Officer:
 Position: **ADMINISTRATIVE ASSISTANT**
 Unique ID No.: R3NE


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)
16	Psychologist III	9	18	46564	Master's degree in Psychology	16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs (Section 3(b), Article III, RA No. 10029	Two (2) years of relevant experience involving the delivery of psychological services	RA No. 10029 (Psychologist)		City Social Welfare and Dev't. Office
17	Day Care Worker I	27, 28, 29, 30, 31	6	17342	High School Graduate	None required	None required	None required		City Social Welfare and Dev't. Office
18	City Government Department Head I (City Civil Registrar)	1	25	101848	Bachelor's degree	None required	Five (5) years of experience in civil registry work	Career Service (Professional) ; Second Level Eligibility		City Civil Registrar
19	Administrative Officer I (Records Officer I)	6	10	23162	Bachelor's degree	None required	None required	Career Service (Professional) ; Second Level Eligibility		City Civil Registrar
20	Laborer I	31	1	12854	Must be able to read and write	None required	None required	None required		City Engineering Office
21	Heavy Equipment Operator II	50	6	17342	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Heavy Equipment Operator MC 10 series 2013		City Engineering 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	
22	Disability Affairs Officer III	1	18	46564	Bachelor's degree	Eight (8) hours of relevant training on disability affairs	Two (2) years of relevant experience on disability affairs	Career Service (Professional); Second Level Eligibility	Person with Disability Affairs Office (PDAO)
23	Social Welfare Officer II	1	15	36492	Bachelor's degree in Social Work	Four hours of relevant training	One (1) year of relevant experience	RA 1080 Social Work Action Officer; Designation: Unique ID No. R3NE	Solo Parents Office (SPO)
24	College Administrator	1	25	101848	Bachelor's degree	None required	Three (3) years of supervisory experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)	Kolehiyo ng Lungsod ng San Jose
25	Instructor II	4	13	31227	Bachelor's degree in the area of specialization	None required	None required	For Non-SUCs (PBET/Teacher/ RA 1080)	Kolehiyo ng Lungsod ng San Jose
26	Instructor I	8	12	29170	Bachelor's degree in the area of specialization	None required	None required	For Non-SUCs (PBET/Teacher/ RA 1080)	Kolehiyo ng Lungsod ng San Jose
27	Administrative Officer II (Administrative Officer I)	12	11	27086	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	Kolehiyo ng Lungsod ng San Jose
28	Registrar I	13	11	27086	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	Kolehiyo ng Lungsod ng San Jose
29	Guidance Counselor I	16	11	27086	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility	Kolehiyo ng Lungsod ng San Jose
30	Administrative Assistant I (Computer Operator I)	17	7	18397	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional); Data Encoder; First Level Eligibility	Kolehiyo ng Lungsod ng San Jose
31	Administrative Aide III (Driver I)	19	3	14502	Elementary School Graduate	None required	None required	Professional Driver's License	Kolehiyo ng Lungsod ng San Jose

CSC FIELD OFFICE -
 REGIONAL OFFICE II
RECEIVED
 JAN 03 2025
 MANILYN R. DOMINGO
 (SPO)
 ADMINISTRATIVE ASSISTANT II

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)	
32	Administrative Aide II (Messenger)	22	2	13653	Elementary School Graduate	None required	None required	None required		Kolehiyo ng Lungsod ng San Jose
33	Administrative Aide I (Utility Worker I)	23	1	12854	Must be able to read and write	None required	None required	None required		Kolehiyo ng Lungsod ng San Jose
34	Administrative Aide IV (Electrician I)	43	4	15399	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) MC 10 series 2013		City Engineering Office
35	City Government Department Head I	58	25	101848	Bachelor's degree	Thirty Two (32) hours of training in management and supervision	Five (5) years in position/s involving management and supervision	Career Service (Professional) ; Second Level Eligibility		Special Project - OCM
36	Community Affairs Officer II	4	15	36492	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) ; Second Level Eligibility		Community Affairs Office
37	Administrative Aide IV (HRM Aide)	5	4	15399	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional)		City Human Resource Management Office
38	Metro Aide I	21	2	13653	Must be able to read and write	None required	None required	None required		City Public Market Office
39	Administrative Aide I (Laborer I)	32	1	12854	Must be able to read and write	None required	None required	None required		City Public Market Office
40	Administrative Aide IV (Budgeting Aide)	9	4	15399	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) ; First Level Eligibility		City Budget Office
41	Security Guard I	9	3	14502	High School Graduate	None required	None required	Security Guard License		City Treasurer's Office
42	Local Revenue Collection Officer I	19	11	27086	Bachelor's degree	None required	None required	Career Service (Professional) ; Second Level Eligibility		City Treasurer's Office


CSC FIELD OFFICE - NUEVA ECJA
RECEIVED
JAN 03 2025
MANILYN R. DOMINGO
 Action Officer: **ADMINISTRATIVE ASSISTANT I**
 Designation: **ADMINISTRATIVE ASSISTANT I**
 Unique ID No.: R3NE

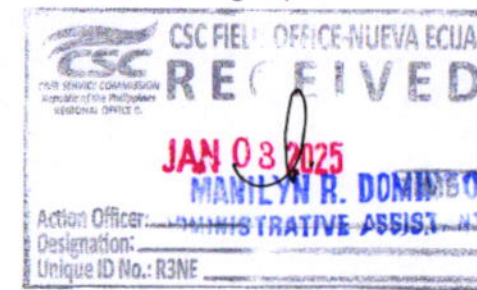
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
43	Revenue Collection Clerk II	37	7	18397	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	City Treasurer's Office
44	Administrative Aide II (Messenger)	44	2	13653	Elementary School Graduate	None required	None required	None required	City Treasurer's Office
45	Administrative Officer V (Cashier III)	46	18	46564	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional); Second Level Eligibility	City Treasurer's Office
46	Local Treasury Operations Officer III	51	18	46564	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional); Second Level Eligibility	City Treasurer's Office
47	Rural Health Physician	3	24	94132	Doctor of Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	City Health Office
48	Nurse I	30	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	City Health Office
49	Sanitation Inspector VI	60	18	49015	Completion of two years studies in college	24 hours of relevant training	Four (4) years of relevant experience	Career Service (Subprofessional); First Level Eligibility	City Health Office
50	Social Welfare Officer II	5	15	36492	Bachelor's degree in Social Work	Four hours of relevant training	One (1) year of relevant experience	RA 1080 Social Work	City Social Welfare and Dev't. Office
51	Administrative Aide I (Utility Worker I)	9	1	12854	Must be able to read and write	None required	None required	None required	City Veterinary Office
52	Administrative Aide III (Driver I)	19	3	14502	Elementary School Graduate	None required	None required	Professional Driver's License	City General Services Office
53	Engineer III	3	19	51179	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	City Engineering Office
54	Administrative Aide IV (Electrician I)	42	4	15399	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) MC 10 series 2013	City Engineering Office

CSC FIELD OFFICE - NUEVA ECAR
RECEIVED
JAN 03 2025
 Action Officer: **MANILYN R. DOMINGO**
 Designation: **ADMINISTRATIVE ASSISTANT**
 Unique ID No.: **R3NE**

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)	
55	Engineer I	44	12	29170	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		City Engineering Office
56	Administrative Officer V (Administrative Officer III)	1	18	46564	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) ; Second Level Eligibility		Housing and Homesite Regulations Services Office
57	Medical Officer III	9	21	67005	Doctor of Medicine	None required	None required	RA 1080		Ospital ng Lungsod ng San Jose
58	Market Inspector II	5	8	19507	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) ; First Level Eligibility		City Public Market 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 **January 19, 2025**.

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

chrmlgu_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.