

HR Copy



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

January 6, 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
City Mayor's Office	- Security Guard I	4	32	3
City Health Office	- Rural Health Physician	63	3	24
City Engineering Office	- Engineer II	103	18	16
Public Order and Safety Office	- Administrative Officer IV (Administrative Officer II)	123	1	15
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 ECUIA
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 ECUIA in the CSC website:

ROMEO S. YACAN, JR.
City Human Resource Mgt. Officer
Date: January 7, 2025

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Security Guard I	32	3	14502	High School graduate	None required	None required	Security Guard license		City Mayor's Office
2	Rural Health Physician	3	24	94132	Doctor of Medicine	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Four (4) years of supervisory /management experience	RA 1080		City Health Office
3	Engineer II	18	16	39535	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		City Engineering Office
4	Administrative Officer IV (Administrative Officer II)	1	15	36492	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional); 2nd level eligibility		Public Order and Safety Office

Electronic copy to be submitted to the
CSC FIELD OFFICE - NUEVA ECUIA

RECEIVED

JAN 07 2025

MANLEYM R. DOMINGO
ADMINISTRATIVE ASSISTANT

Action Officer: _____
Designation: _____
Under No.: **RA 1080**

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 23, 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.

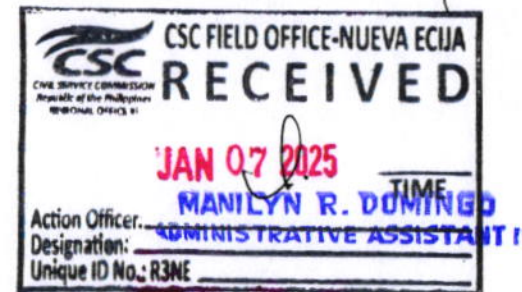
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

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

chrmolgu_sjcne@yahoo.com



Note: For Equal Employment Opportunity Policy (EEOP), 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.