

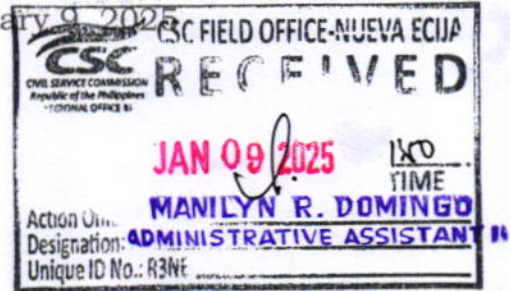
HR copy



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

CITY HUMAN RESOURCE MANAGEMENT OFFICE

January 9, 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 Treasurer's Office	- Local Revenue Collection Officer II	50	18	15
	- Revenue Collection Clerk I	50	23	5
	- Revenue Collection Clerk II	51	28	7
	- Administrative Officer III (Cashier II)	53	47	14
City Health Office	- Sanitation Inspector III	68	61	11
	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

Electronic copy to be submitted to
FO must be in MS Excel
format

CSC FIELD OFFICE - NUEVA ECIJA

RECEIVED

JAN 09 2025

TIME
MANILYN R. DOMINGO

Action Office: **ADMINISTRATIVE ASSISTANT II**
Designation:
Unique ID No.: R3NE

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 9, 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	Local Revenue Collection Officer II	18	15	36492	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility		City Treasurer's Office
2	Revenue Collection Clerk I	23	5	16345	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		City Treasurer's Office
3	Revenue Collection Clerk II	28	7	18397	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		City Treasurer's Office
4	Administrative Officer III (Cashier II)	47	14	33662	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility		City Treasurer's Office
5	Sanitation Inspector III	61	11	28512	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional) / First Level Eligibility		City Health 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 26, 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.

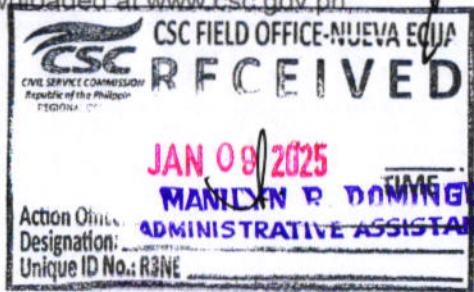
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.