

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

## CITY HUMAN RESOURCE MANAGEMENT OFFICE

January 30, 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:

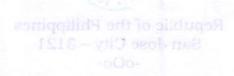
OFFICE	POSITION	PAGE	ITEM NO.	SG
City General Services Office	Administrative Assistant I     (Computer Operator I)	95	10	7
Ospital ng Lungsod ng San Jose	Administrative Assistant I     (Computer Operator I)	118	46	7
Person with Disability Affairs Office (PDAO)	- Social Welfare Officer I	110	3	11
Kolehiyo 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	- Guidance Counselor I	125	16	11
X-X-X				

Very truly yours,

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

Encl.:

As stated



## CITY HUMAN RESOURCE MANAGEMENT OFFICE

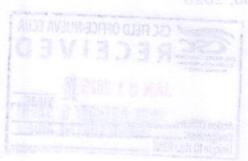
January 30, 2025

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Director II

Civil Service Commission Sta. Rose, Nueva Ecita

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:

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Yery truly yours

ROMEO S. YACAN, JR. City Human Resoluce Mat. Officer

End.:

As stated

Revised 2018

Republic of the Philippines CGO SAN JOSE, NUEVA ECIJA Request for Publication of Vacant Positions Electronic copy to be submitted to the CSC FO must be in MS Exael format



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 CSO website

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer Date:

January 30, 2025

		Plantilla		Monthly		Qua	alification Standards			
No.	Position Title (Parenthetical Title, if applicable)	Item No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant I (Computer Operator I)	10	7		Completion of two (2) 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 General Services Office
2	Administrative Assistant I (Computer Operator I)	46	7	19365	Completion of two (2) 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		Ospital ng Lungsod ng San Jose
3	Social Welfare Officer I	3	11	27086	Bachelor's degree in Social Work	None required	None required	RA 1080 Social Work		Person with Disability Affairs Office (PDAO)

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4 Instructor II	4	13	31227	Master's degree in the area of specialization or its allied/related fields	None required	None required	For Non-SUCs: (PBET/ Teacher/ RA 1080)	Kolehiyo ng Lungsod ng San Jose
5 Instructor I	8	12	29170	Master's degree in the area of specialization or its allied/related fields	None required	None required	For Non-SUCs: (PBET/ Teacher/ RA 1080)	Kolehiyo ng Lungsod ng San Jose
6 Guidance Counselor I	16	11	27086	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Kolehiyo ng Lungsod ng San Jose

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 February 15, 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 Oppurtunity 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.

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