

HR Copy

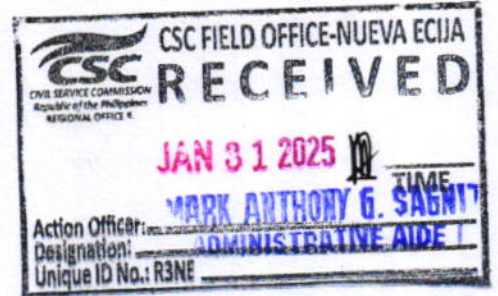


Republic of the Philippines  
San Jose City – 3121  
-oOo-

**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*

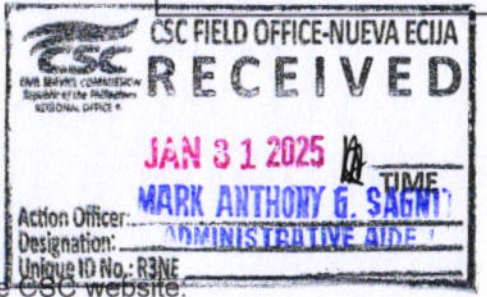
*Encl.:*  
As stated





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

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 30, 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	Administrative Assistant I (Computer Operator I)	10	7	18397	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)





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](http://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.

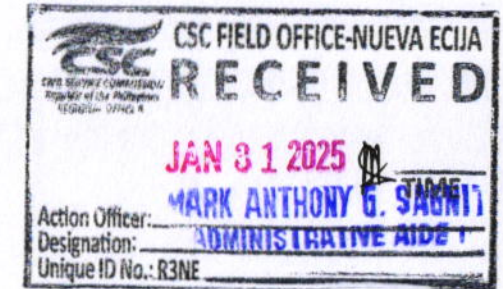
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ROMEO S. YACAN, JR.**

City Human Resource Mgt. Officer

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

[chrmo1gu\\_sjcne@yahoo.com](mailto:chrmo1gu_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.**



