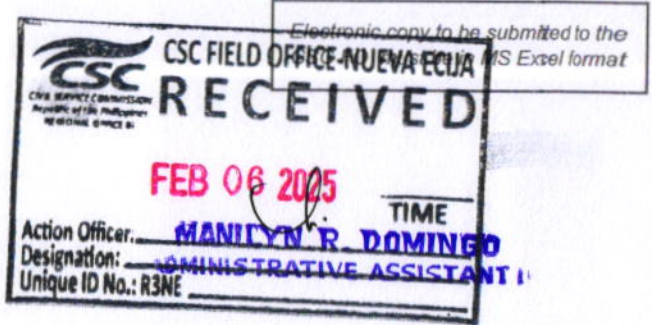


Republic of the Philippines
CGO SAN JOSE, NUEVA ECIJA
Request for Publication of Vacant Positions



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: February 6, 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 Officer V (Human Resource Management Officer III) | 3 | 18 | 46564 | Bachelor's degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service Professional; Second Level eligibility | | City Human Resource Management Office |
| 2 | Administrative Assistant II (Bookkeeper I) | 9 | 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 Accounting Office |
| 3 | Administrative Aide II (Messenger) | 14 | 2 | 13653 | Elementary School Graduate | None required | None required | None required | | City Accounting Office |
| 4 | Administrative Aide I (Utility Worker I) | 16 | 1 | 12854 | Must be able to read and write | None required | None required | None required | | City Accounting Office |

| | | | | | | | | | | |
|---|-------------------------------|----|----|-------|--------------------------------|---|---|---|--|---|
| 5 | Metro Aide I | 15 | 1 | 12854 | Must be able to read and write | None required | None required | None required | | City Environment and Natural Resources office |
| 6 | Disability Affairs Officer II | 2 | 15 | 36492 | Bachelor's degree | Four (4) hours of relevant training on disability affairs | One (1) year of relevant experience on disability affairs | Career Service Professional; Second Level eligibility | | Person with Disability Affairs 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 **February 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.

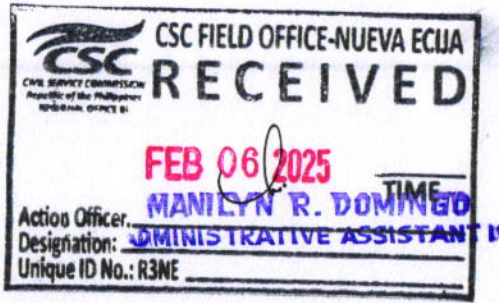
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMEO S. YACAN, JR.

 City Human Resource Mgt. Officer

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

 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.



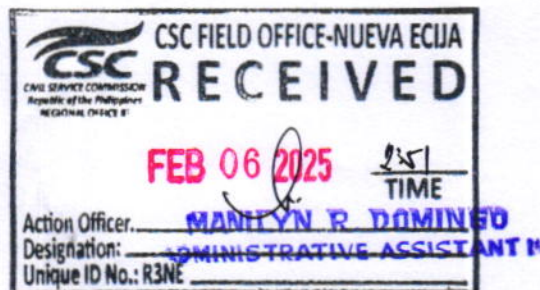
Republic of the Philippines
San Jose City - 3121
-oOo-

CITY HUMAN RESOURCE MANAGEMENT OFFICE

February 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 Human Resource Management Office | - Administrative Officer V (Human Resource Management Officer III) | 26 | 3 | 18 |
| City Accounting Office | - Administrative Assistant II (Bookkeeper I) | 60 | 9 | 8 |
| | - Administrative Aide II (Messenger) | 61 | 14 | 2 |
| | - Administrative Aide I (Utility Worker I) | 61 | 16 | 1 |
| City Environment and Natural Resources office | - Metro Aide I | 91 | 15 | 1 |
| Person with Disability Affairs Office | - Disability Affairs Officer II | 110 | 2 | 15 |
| X-X-X | | | | |

Very truly yours,

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

Encl.:
As stated