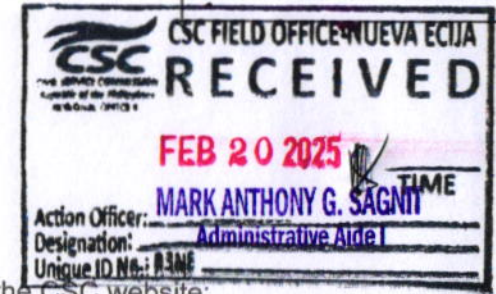


Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

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: February 20, 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	Metro Aide I	15	2	13653	Must be able to read and write	None required	None required	None required		City Environment and Natural Resources Office
2	Social Welfare Officer I	7	11	27086	Bachelor's degree in Social Work	None required	None required	RA 1080 Social Work		City Social Welfare and Development Office
3	Administrative Aide VI (Clerk III)	9	6	17342	Completion of two (2) years studies in college	None required	None required	Career Service Sub Professional; First level eligibility		City Civil Registrar Office
4	Registration Officer I	5	10	23162	Bachelor's degree	None required	None required	Career Service Professional; Second level eligibility		City Civil Registrar Office
5	Nutrition Officer IV	51	22	71094	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional; Second level eligibility		Nutrition Office



6	Project Development Assistant	2	8	19507	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub Professional; First level eligibility		Housing and Homesite Regulation Services Office
7	Revenue Collection Clerk I	30	5	16345	Completion of two (2) years studies in college	None required	None required	Career Service Sub Professional; First level eligibility		City Treasurer's Office
8	Local Treasury Operations Officer I	58	11	27086	Bachelor's degree	None required	None required	Career Service Professional; Second level eligibility		City Treasurer's Office
9	Statistician I	7	11	27086	Bachelor's degree relevant to the job	None required	None required	Career Service Professional; Second level eligibility		City Planning and Development 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 **March 9, 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

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