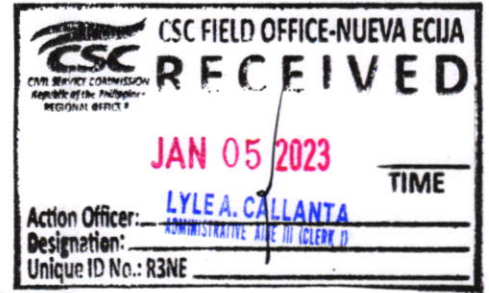


HR File



Republic of the Philippines
San Jose City – 3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

January 5, 2023

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 Mayor's Office	- Security Guard I	4	32	3
Agricultural and Biosystems Engineering Office	- Engineer IV (Agricultural and Biosystems Engineer)	13	68	22
City Library Office	- Administrative Aide III (Driver I)	14	4	3
	- Administrative Aide II (Messenger)	14	5	2
Community Affairs Office	- Community Affairs Officer II	19	4	15
Local Disaster Risk Reduction Management Office	- Local Disaster Risk Reduction Management Assistant	21	6	8
City Human Resource Management Office	- Administrative Officer IV (Human Resource Management Officer II)	27	6	15
City Budget Office	- Administrative Officer IV (Budget Officer II)	44	4	15
City Planning and Development Office	- Project Development Officer II	46	5	15
City Treasurer's Office	- Assistant City Treasurer (City Government Assistant Department Head I)	48	2	23
	- Supervising Administrative Officer (Administrative Officer IV)	48	3	22
	- Administrative Aide IV (Clerk II)	49	11, 13	4
City Assessor's Office	- Revenue Collection Clerk I	51, 52, 53	23, 24, 37, 41	5
	- Local Assessment Operations Officer III	56	5	18
	- Local Assessment Operations Officer II	57	9, 13	15
City Accounting Office	- Administrative Aide III (Driver I)	62	17	3
City Health Office	- City Health Officer II	63	1	25

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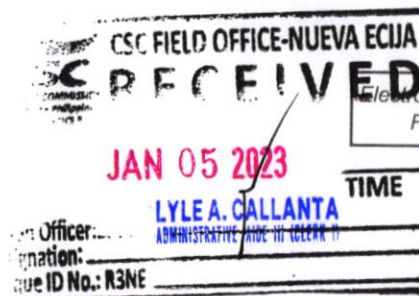
	- Nurse IV	65	22, 23, 24	19
	- Midwife III	67	42	13
	- Nurse II	67	51	16
City Social Welfare and Development Office	- Social Welfare Officer I	70	7	11
	- Project Evaluation Officer I	71	8	11
	- Day Care Worker I	72	17, 18, 19, 20	6
City Agriculture Office	- Agriculturist II	77	25	15
City Cooperative Office	- Cooperative Development Specialist II	84	4	15
City Environment and Natural Resources Office	- Metro Aide II	89	11	4
	- Metro Aide I	89	13, 14	2
	- Administrative Aide II (Messenger)	90	21	2
	- Administrative Aide I (Utility Worker I)	90	22	1
	- Administrative Aide I (Laborer I)	90	23, 24, 25	1
City General Services Office	- City General Services Officer	92	1	25
City Engineering Office	- Laboratory Technician II	100	18	8
	- Construction and Maintenance Man	101	26	2
	- Mechanic II	103	44	6
	- Administrative Aide III (Driver I)	106	65	3
Ospital ng Lungsod ng San Jose	- Medical Officer IV	110	7	23
	- Medical Officer III	111	9	21
	- Nursing Attendant I	116	53	4
	- Administrative Aide II (Messenger)	117	64, 65	2

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 the CSC
FC must be in MS Excel 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 CSC website:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

Date: January 5, 2023.

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	Security Guard I	32	3	13210	High School Graduate	None required	None required	Security Guard License		City Mayor's Office
2	Engineer IV (Agricultural and Biosystems Engineer)	68	22	64360	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	16 hours of relevant training	Three (3) years of relevant experience in agricultural engineering or agricultural and biosystems engineering	RA No. 10915 (ABE)		Agricultural and Biosystems Engineering Office
3	Administrative Aide III (Driver I)	4	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Library Office
4	Administrative Aide II (Messenger)	5	2	12437	Elementary School Graduate	None required	None required	None required		City Library Office