

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: April 03, 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	Administrative Officer II (Administrative Officer I)	33	11	24300	Bachelor's degree	None required	None required	Career Service Professional / 2nd Level eligibility		City Mayor's Office
2	Administrative Aide III (Driver I)	7	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Agriculture Office
3	Agriculturist II	10	15	32957	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		City Agriculture Office
4	Administrative Aide III (Driver I)	19	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Environment and Natural Resources Office
5	Laborer I	34	1	11700	Must be able to read and write	None required	None required	None required		City Engineering Office

6	Medical Officer IV	3	23	80003	Doctor of Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Ospital ng Lungsod ng Sn Jose
7	Medical Officer III	8	21	63997	Doctor of Medicine	None required	None required	RA 1080		Ospital ng Lungsod ng Sn 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 **April 25, 2023**.

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.

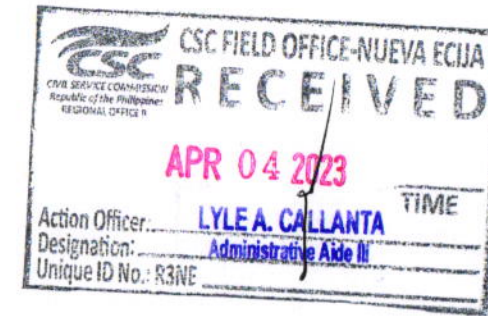
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ROMEO S. YACAN, JR.**

City Human Resource Mgt. Officer

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

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



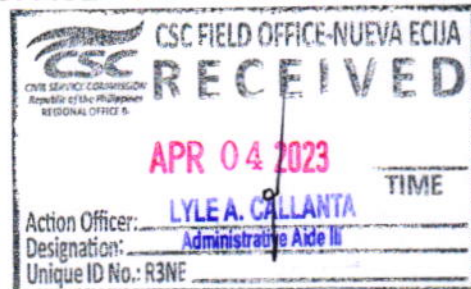
HR File



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

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

April 3, 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	- Administrative Officer II (Administrative Officer I)	4	33	11
City Agriculture Office	- Administrative Aide III (Driver I)	75	7	3
	- Agriculturist II	75	10	15
City Environment and Natural Resources Office	- Administrative Aide III (Driver I)	90	19	3
City Engineering Office	- Laborer I	102	34	1
Ospital ng Lungsod ng San Jose	- Medical Officer IV	110	3	23
	- Medical Officer III	111	8	21
X-X-X				

Very truly yours,

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

Encl.:  
As stated