

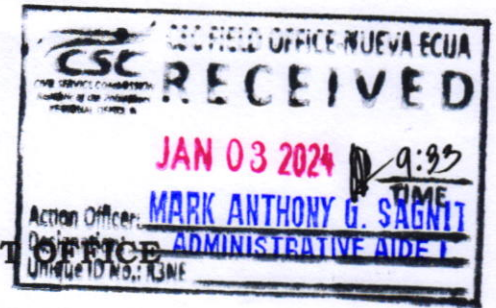
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Republic of the Philippines
San Jose City - 3121

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CITY HUMAN RESOURCE MANAGEMENT OFFICE



January 3, 2024

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
Office of the City Mayor	- Administrative Assistant III (Computer Operator II)	4	34	9
	- Administrative Aide I (Utility Worker I)	5	38, 39	1
Special Project - OCM	- City Government Department Head I	10	59	25
Public Employment & Services Office	- City Government Department Head I (PESO Manager)	12	1	25
Community Affairs Office	- Community Affairs Officer IV	19	2	22
Local Disaster Risk Reduction Management Office	- City Government Department Head I (Local Disaster Risk Reduction Management Officer)	21	1	25
	- Supervising Administrative Officer (Administrative Officer IV)	21	2	22
	- Local Disaster Risk Reduction Management Assistant	21	7	8
City Population Office	- Population Program Worker II	24	12	7
City Human Resource Management Office	- Administrative Officer II (Human Resource Mgt. Officer I)	27	9	11
Sangguniang Panlungsod	- City Government Assistant Department Head I	33	17	23
Public Market Office	- Market Inspector II	37	6	8
City Budget Office	- Administrative Aide IV (Budgeting Aide)	44	8	4
	- Administrative Aide II (Messenger)	45	10	2
	- Administrative Aide I (Utility Worker I)	45	11	1
City Planning and Development Office	- Administrative Assistant I (Reproduction Machine Operator III)	46	5	7
City Treasurer's Office	- City Government Assistant Department Head I (Assistant City Treasurer)	48	2	23
	- Supervising Administrative Officer (Administrative Officer IV)	48	3	22
	- Security Guard I	49	9	3
	- Administrative Assistant I (Bookbinder III)	49	12	7
	- Administrative Aide IV (Clerk II)	49	14	4
	- Revenue Collection Clerk I	51, 52	26, 40	5

	- Ticket Checker	55	60	3
City Assessor's Office	- Administrative Aide III (Driver I)	56	5	3
	- Administrative Aide I (Utility Worker I)	56	6	1
	- Administrative Aide IV (Clerk II)	56	8	4
	- Administrative Aide II (Messenger)	57	12	2
	- Local Assessment Operations Officer I	58	16	11
City Accounting Office	- Administrative Officer II (Fiscal Examiner I)	60	6	11
	- Administrative Aide II (Messenger)	61	14	2
City Health Office	- Pharmacist II	65	21	15
	- Nurse I	66	30, 31, 32, 33, 34	15
	- Midwife II	67	47	11
	- Administrative Aide IV (Clerk II)	68	59	4
City Social Welfare and Development Office	- Social Welfare Assistant	71	9, 10	8
	- Day Care Worker I	72	21, 22, 23, 24, 25	6
	- Administrative Aide III (Utility Worker II)	72	28	3
	- Administrative Aide II (Messenger)	73	29, 30	2
City Agriculture Office	- Agricultural Technologist	74, 76	6, 16	10
	- Agriculturist II	78	28	15
Civil Registrar Office	- City Government Department Head I (City Civil Registrar)	80	1	25
City Cooperative Office	- Administrative Aide III (Driver I)	84	7	3
	- Administrative Aide II (Messenger)	84	8	2
City Engineering Office	- Administrative Aide I (Laborer I)	102	31	1
	- Electrical Inspector I	103	39	6
	- Heavy Equipment Operator II	104	46	6
Kolehiyo ng Lungsod ng San Jose	- College Administrator	122	1	25
Ospital ng Lungsod ng San Jose	- Medical Officer IV	111	3	23
	- Medical Officer III	111	8	21
	- Pharmacist I	114	29	11
	- Medical Technologist I	115	35	11
City Engineering Office	- Mechanic II	104	44	6
City Environment and Natural Resources Office	- Metro Aide II	89	10	4

Very truly yours,

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

Encl.:
As stated