

HR File

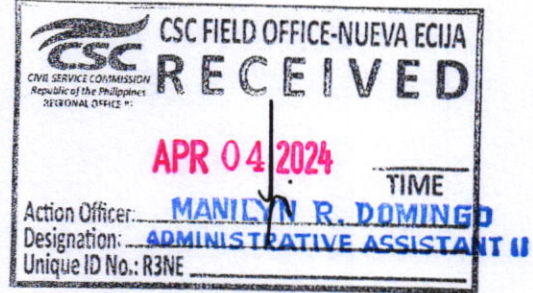


Republic of the Philippines
San Jose City - 3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

April 4, 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:

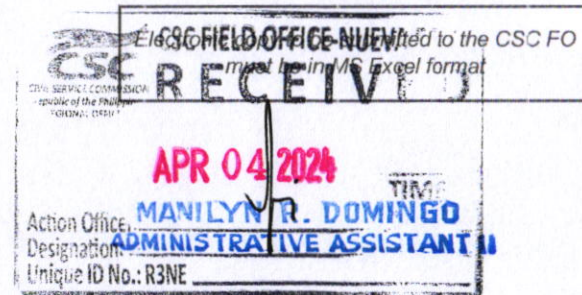
OFFICE	POSITION	PAGE	ITEM NO.	SG
City Human Resource Management Office	- Administrative Assistant II (Human Resource Management Assistant)	26	4	8
	- Administrative Assistant I (Bookbinder III)	27	10	7
Sangguniang Panlungsod	- Local Legislative Staff Officer V	33	18	22
City Treasurer's Office	- Administrative Aide II	53	44	2
	- Local Treasury Operations Officer II	54	53	15
	- Ticket Checker	55	61	3
City Accounting Office	- Administrative Assistant II (Bookkeeper I)	60	7	8
City Health Office	- Pharmacist I	65	22	11
City Social Welfare and Development Office	- City Government Department Head I (City Social Welfare and Development Officer)	70	1*	25
City Agriculture Office	- Agricultural Technologist	79	33	10
Franchising and Regulatory Office	- Administrative Aide I (Utility Worker I)	97	6	1
Transportation, Communications and Public Utilities Services Office	- Administrative Aide III (Driver I)	109	5	3
City Engineering Office	- Electrician I	104	41	4

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



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 4, 2024

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 Assistant II (Human Resource Management Assistant)	4	8	17770	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 Human Resource Management Office
2	Administrative Assistant I (Bookbinder III)	10	7	16758	Elementary School Graduate	None required	None required	None required		City Human Resource Management Office
3	Local Legislative Staff Officer V	18	22	64360	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		Sangguniang Panlungsod
4	Administrative Aide II	44	2	12437	Elementary School Graduate	None required	None required	None required		City Treasurer's Office