

HR File



Republic of the Philippines
San Jose City – 3121

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CITY HUMAN RESOURCE MANAGEMENT OFFICE

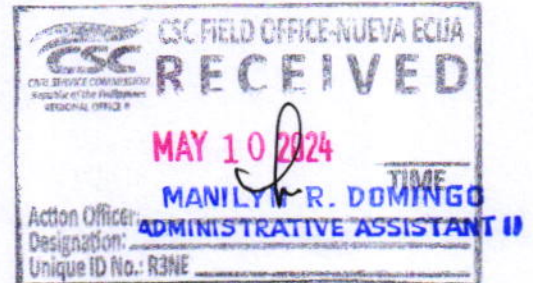
May 10, 2024

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:

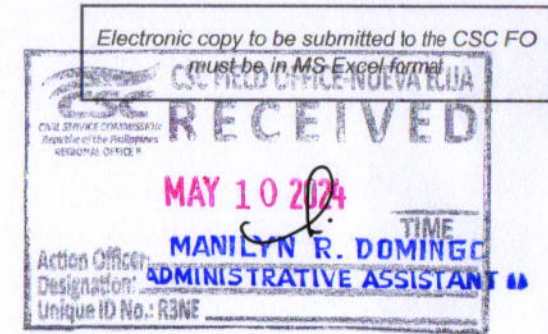
OFFICE	POSITION	PAGE	ITEM NO.	SG
City Human Resource Management Office	- Administrative Aide III (Driver I)	28	11	3
City Environment and Natural Resources Office	- Metro Aide I	89	12	2
City Engineering Office	- City Government Assistant Department Head I	99	2	23
City Treasurer's Office	- Revenue Collection Clerk III	52	36	9
City Veterinary Office	- Veterinarian IV	82	2	22

Very truly yours,

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

Encl.:
As stated

Republic of the Philippines
CGO SAN JOSE, NUEVA ECIIJA
 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 ECIIJA in the CSC website:

ROMEO S. YACAN, JR.
 City Human Resource Mgt. Officer
 Date: May 10, 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 Aide III (Driver I)	11	3	13210	Elementary School graduate	None required	None required	Professional driver's license		City Human Resource Management Office
2	Metro Aide I	12	2	12437	Must be able to read and write	None required	None required	None required		City Environment and Natural Resources Office
3	City Government Assistant Department Head I	2	23	72003	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional / Second level eligibility		City Engineering Office
4	Revenue Collection Clerk III	36	9	19016	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 Treasurer's Office

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)	
5	Veterinarian IV	2	22	64360	Doctor of Veterinary Medicine	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		City Veterinary 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 **May 27, 2024**.

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;
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.

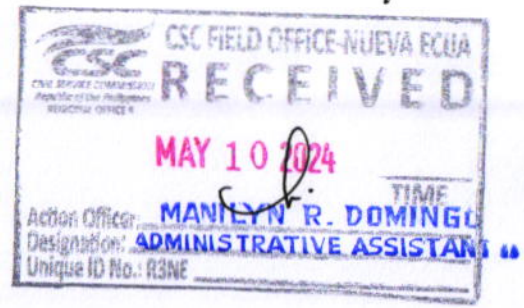
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMEO S. YACAN, JR.

 City Human Resource Mgt. Officer

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

chrmolgu_sjcne@yahoo.com



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.