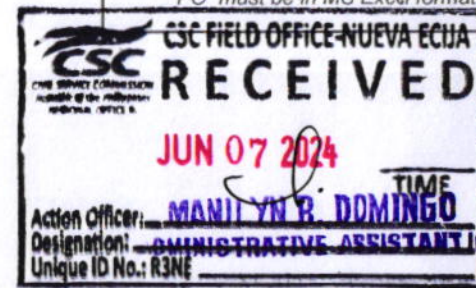


Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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: June 7, 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	
1	Community Affairs Officer II	4	15	32957	Bachelor's degree	Four (4) hours relevant training	One (1) year of relevant experience	Career Service Professional / Second Level eligibility	Community Affairs Office
2	Administrative Aide I (Utility Worker I)	7	1	11700	Must be able to read and write	None required	None required	None required	City Population Office
3	Administrative Officer III (Records Officer II)	21	14	30459	Bachelor's degree	Four (4) hours relevant training	One (1) year of relevant experience	Career Service Professional / Second Level eligibility	Sangguniang Panlungsod 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)	
4	Administrative Aide VI (Electrician II)	40	6	15798	High School graduate or completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) MC 10 series 2013		City Engineering 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 **June 23, 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.

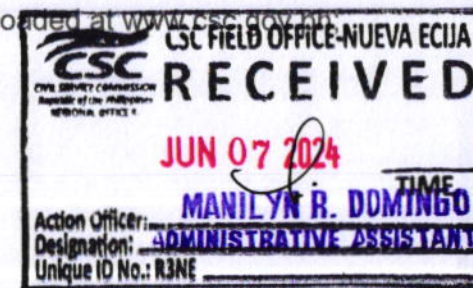
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.