

HR File



Republic of the Philippines
San Jose City – 3121
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CSC FIELD OFFICE-NUEVA ECJA

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CITY HUMAN RESOURCE MANAGEMENT OFFICE

January 5, 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	- Security Guard I	4	32	3
Agricultural and Biosystems Engineering Office	- Engineer IV (Agricultural and Biosystems Engineer)	13	68	22
City Library Office	- Administrative Aide III (Driver I)	14	4	3
	- Administrative Aide II (Messenger)	14	5	2
Community Affairs Office	- Community Affairs Officer II	19	4	15
Local Disaster Risk Reduction Management Office	- Local Disaster Risk Reduction Management Assistant	21	6	8
City Human Resource Management Office	- Administrative Officer IV (Human Resource Management Officer II)	27	6	15
City Budget Office	- Administrative Officer IV (Budget Officer II)	44	4	15
City Planning and Development Office	- Project Development Officer II	46	5	15
City Treasurer's Office	- Assistant City Treasurer (City Government Assistant Department Head I)	48	2	23
	- Supervising Administrative Officer (Administrative Officer IV)	48	3	22
	- Administrative Aide IV (Clerk II)	49	11, 13	4
	- Revenue Collection Clerk I	51, 52, 53	23, 24, 37, 41	5
City Assessor's Office	- Local Assessment Operations Officer III	56	5	18
	- Local Assessment Operations Officer II	57	9, 13	15
City Accounting Office	- Administrative Aide III (Driver I)	62	17	3
City Health Office	- City Health Officer II	63	1	25

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	- Nurse IV	65	22, 23, 24	19
	- Midwife III	67	42	13
	- Nurse II	67	51	16
City Social Welfare and Development Office	- Social Welfare Officer I	70	7	11
	- Project Evaluation Officer I	71	8	11
	- Day Care Worker I	72	17, 18, 19, 20	6
City Agriculture Office	- Agriculturist II	77	25	15
City Cooperative Office	- Cooperative Development Specialist II	84	4	15
City Environment and Natural Resources Office	- Metro Aide II	89	11	4
	- Metro Aide I	89	13, 14	2
	- Administrative Aide II (Messenger)	90	21	2
	- Administrative Aide I (Utility Worker I)	90	22	1
	- Administrative Aide I (Laborer I)	90	23, 24, 25	1
City General Services Office	- City General Services Officer	92	1	25
City Engineering Office	- Laboratory Technician II	100	18	8
	- Construction and Maintenance Man	101	26	2
	- Mechanic II	103	44	6
	- Administrative Aide III (Driver I)	106	65	3
Ospital ng Lungsod ng San Jose	- Medical Officer IV	110	7	23
	- Medical Officer III	111	9	21
	- Nursing Attendant I	116	53	4
	- Administrative Aide II (Messenger)	117	64, 65	2

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



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

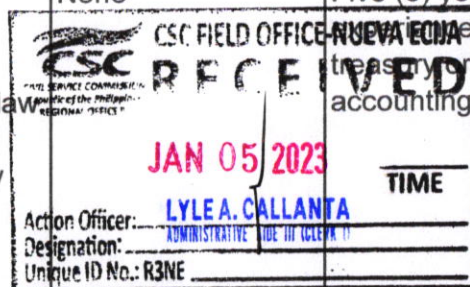
To: CIVIL SERVICE COMMISSION (CSC)

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:

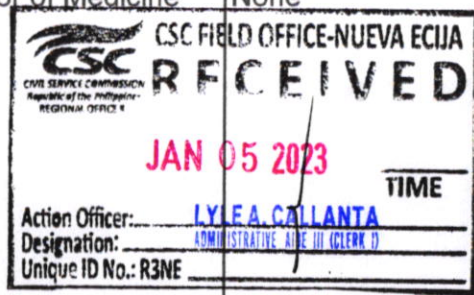
ROMEO S. YACAN, JR.
City Human Resource Mgt. Officer
Date: January 5, 2023.

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	Security Guard I	32	3	13210	High School Graduate	None required	None required	Security Guard License		City Mayor's Office
2	Engineer IV (Agricultural and Biosystems Engineer)	68	22	64360	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	16 hours of relevant training	Three (3) years of relevant experience in agricultural engineering or agricultural and biosystems engineering	RA No. 10915 (ABE)		Agricultural and Biosystems Engineering Office
3	Administrative Aide III (Driver I)	4	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Library Office
4	Administrative Aide II (Messenger)	5	2	12437	Elementary School Graduate	None required	None required	None required		City Library Office

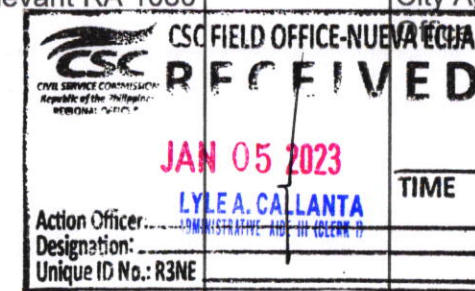
5	Community Affairs Officer II	4	15	32957	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		Community Affairs Office
6	Local Disaster Risk Reduction Management Assistant	6	8	17770	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-professional / First level eligibility		Local Disaster Risk Reduction Management Office
7	Administrative Officer IV (Human Resource Management Officer II)	6	15	32957	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Human Resource Management Office
8	Administrative Officer IV (Budget Officer II)	4	15	32957	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Budget Office
9	Project Development Officer II	5	15	32957	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Planning and Development Office
10	Assistant City Treasurer (City Government Assistant Department Head I)	2	23	72003	College degree preferably in commerce, public administration, or law from a recognized college or university	None	Five (5) years in the treasury or accounting service	First grade civil service eligible or its equivalent	Resident of the local government unit concerned, of good moral character	City Treasurer's Office
11	Supervising Administrative Officer (Administrative Officer IV)	3	22	64360	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional / Second level eligibility		City Treasurer's Office




12	Administrative Aide IV (Clerk II)	11, 13	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		City Treasurer's Office
13	Revenue Collection Clerk I	23, 24, 37, 41	5	14889	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		City Treasurer's Office
14	Local Assessment Operations Officer III	5	18	42053	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional / Second level eligibility		City Assessor's Office
15	Local Assessment Operations Officer II	9, 13	15	32957	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Assessor's Office
16	Administrative Aide III (Driver I)	17	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Accounting Office
17	City Health Officer II	1	25	102690	Doctor of Medicine	None	Five (5) years experience as medical practitioner	RA 1080	Resident of the local government unit concerned, of good moral character	City Health Office
18	Nurse IV	22, 23, 24	19	51357	Bachelor of Science in Nursing	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		City Health Office
19	Midwife III	42	13	31320	Completion of Midwifery Course	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		City Health Office



20	Nurse II	51	16	39672	Bachelor of Science in Nursing	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		City Health Office
21	Social Welfare Officer I	7	11	24300	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Work)		City Social Welfare and Development Office
22	Project Evaluation Officer I	8	11	24300	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second level eligibility		City Social Welfare and Development Office
23	Day Care Worker I	17, 18, 19, 20	6	15798	High School Graduate	None required	None required	None required		City Social Welfare and Development Office
24	Agriculturist II	25	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
25	Cooperative Development Specialist II	4	15	32957	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Cooperative Office
26	Metro Aide II	11	4	14027	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office



27	Metro Aide I	13, 14	2	12437	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office	
28	Administrative Aide II (Messenger)	21	2	12437	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office	
29	Administrative Aide I (Utility Worker I)	22	1	11700	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office	
30	Administrative Aide I (Laborer I)	23, 24, 25	1	11700	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office	
31	City General Services Officer	1	25	92421	Bachelor's degree on public administration, business administration and management from a recognized college or university			Five (5) years relevant experience	First Grade Civil Service eligible or its equivalent	Resident of the Local Government Unit; Good moral character	City General Services Office
32	Laboratory Technician II	18	8	17770	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Laboratory Technician (MC 10, s. 2013)		City Engineering Office	
33	Construction and Maintenance Man	26	2	12437	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Engineering Office	

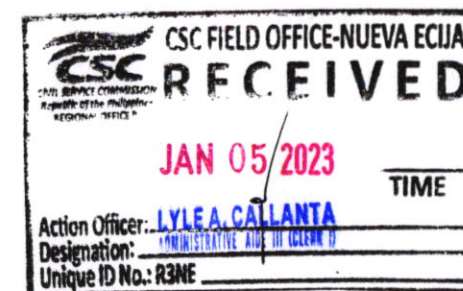
34	Mechanic II	44	6	15798	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Mechanic (MC 10, s. 2013)		City Engineering Office
35	Administrative Aide III (Driver I)	65	3	13210	Elementary School Graduate	None required	None required	Professional Driver's License		City Engineering Office
36	Medical Officer IV	7	23	80003	Doctor of Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Ospital ng Lungsod ng San Jose
37	Medical Officer III	9	21	63997	Doctor of Medicine	None required	None required	RA 1080		Ospital ng Lungsod ng San Jose
38	Nursing Attendant I	53	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Ospital ng Lungsod ng San Jose
39	Administrative Aide II (Messenger)	64, 65	2	13819	Elementary School Graduate	None required	None required	None required		Ospital ng Lungsod ng San 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 January 27, 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;
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 (EEOP), 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.