

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 ECUIJA in the CSC website:

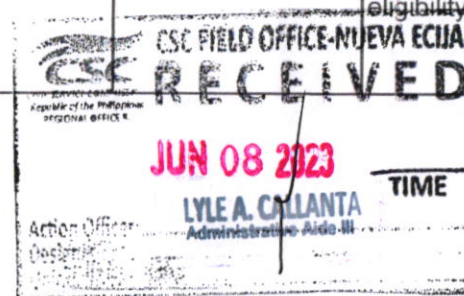
~~ROMEO S. YACAN, JR.~~

City Human Resource Mgt. Officer

Date: June 7, 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	Administrative Aide I (Utility Worker I)	39, 40	1	11700	Must be able to read and write	None required	None required	None required		City Mayor's Office
2	City Government Department Head I	1	25	92421	Bachelor's degree in any related course	-	Five (5) years relevant experience	First Grade Civil Service eligible or its equivalent	Resident of the Local Government Unit; Good moral character	Special Project OCM
3	City Government Department Head I (Local Disaster Risk Reduction Management Officer)	1	25	92421	Bachelor's degree	Thirty two (32) hours of training in management and supervision on Disaster Risk Reduction Management (DRRM)	Five (5) years in position involving management and supervision, One (1) year of which is relevant to disaster Risk Reduction Management	Career Service Professional / Second Level eligibility		Local Disaster Risk Reduction Management Office

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4	Population Program Worker II	9	7	16758	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First Level eligibility		City Population Office
5	Administrative Aide IV (Clerk II)	7	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First Level eligibility		City Assessor's Office
6	Local Assessment Operations Officer I	14	11	24300	Bachelor's degree	None required	None required	Career Service Professional / Second Level eligibility		City Assessor's Office
7	Administrative Officer II (Fiscal Examiner I)	6	11	24300	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level eligibility		City Accounting Office
8	Midwife II	44	11	27000	Completion of the Midwifery Course	Four (4) hours relevant training	One (1) year of relevant experience	RA 1080		City Health Office
9	Social Welfare Assistant	9, 10	8	17770	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year of relevant experience	Career Service Sub-professional / First Level eligibility		City Social Welfare and Development Office



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Agricultural Technologist	6, 16	10	20858	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture Office
11	Revenue Collection Clerk I	25	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

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 30, 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.

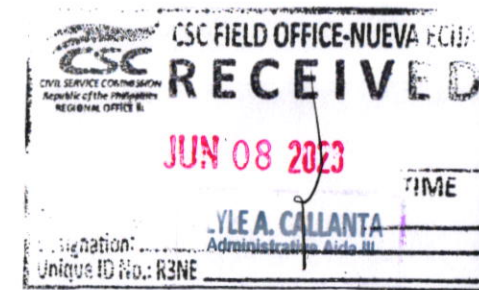
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.

HR File



Republic of the Philippines
San Jose City – 3121
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CSC FIELD OFFICE-NUEVA ECJA
RECEIVED
JUN 08 2023
LYLE A. CILLANTA
Action Officer: _____
Designation: _____
Unique ID No.: R3NE

CITY HUMAN RESOURCE MANAGEMENT OFFICE

June 7, 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	Administrative Aide I (Utility Worker I)	5	39, 40	1
Special Project – OCM	City Government Department Head I	12	1	25
Local Disaster Risk Reduction Management Office	City Government Department Head I (Local Disaster Risk Reduction Management Officer)	21	1	25
City Population Office	Population Program Worker II	24	9	7
City Assessor's Office	Administrative Aide IV (Clerk II)	57	7	4
	Local Assessment Operations Officer I	58	14	11
City Accounting Office	Administrative Officer II (Fiscal Examiner I)	60	6	11
City Health Office	Midwife II	67	44	11
City Social Welfare and Development Office	Social Welfare Assistant	71	9, 10	8
City Agriculture Office	Agricultural Technologist	74, 76	6, 16	10
City Treasurer's Office	Revenue Collection Clerk I	51	25	5
X-X-X				

Very truly yours,

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

Encl.:

As stated