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:

Date:

City Human Resource Mgt. Officer

July 21, 2023

ROMEO S. YACAN, JR.

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	No.	_	N	ω	4	QI
	Position Title (Parenthetical Title, if applicable)	Community Affairs Officer IV	Administrative Officer II (Human Resource Management Officer I)	Administrative Aide II (Messenger)	Administrative Aide I (Utility Worker I)	Administrative Aide III (Driver I)
	Plantilla Item No.	2	9	10	<u> </u>	7
Salani	Job/ Pay Grade	22	11	22	_	ω
Monthly	Salary	64360	24300	12437	11700	13210
	Education	64360 Bachelor's degree	24300 Bachelor's degree	12437 Elementary School graduate	11700 Must be able to read and None required write	13210 Elementary School graduate
Qualification Standards	Training	Sixteen (16) hours of relevant training	None required	None required	None required	None required
Standards	Experience	Three (3) years of relevant experience	None required ·	None required	None required	None required
	Eligibility	Career Service Professional / Second level eligibility	Career Service Professional / Second level eligibility	None required	None required	Professional Driver's License
	Competency (if applicable)					
	Place of Assignment	Community Affairs Office	City Human Resource Management Office	City Budget Office	City Budget Office	City Assessor's Office

Noile ledailed		Nolle Tedulled	graduate	12437	N	0	(Messenger)
None required	red	None requi	gradu	13210	ω	0 7	Administrative Aide III (Driver I)
Five (5) years experience in civil registry work		None	Bachelor's degree	92421	25	_	City Civil Registrar
None required	ired	None required	Completion of two (2) years studies in college	15586	4	58	Administrative Aide IV (Clerk II)
None required	ired	None required	Bachelor of Science in Nursing	36619	15	29, 30, 31, 32, 33	Nurse I
None required	ired	None required	11700 Must be able to read and write	11700	_	9	Administrative Aide I (Utility Worker I)
None required	iired	None required	Elementary School graduate	12437	2	8	Administrative Aide II (Messenger)
Experience	Training		Education	Salary	Job/ Pay Grade	Plantilla Item No.	Position Title (Parenthetical Title, if applicable)
Qualification Standards	Quaii			Coloniny	Salan/		

Action Officer: MANILYAR, DOMINGO CHIQUE SO NO. 18345

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14	13	N _O .	
14 Pharmacist I	13 Agriculturist II	Position Title (Parenthetical Title, if applicable)	
29	28	Plantilla Item No.	
3	15	Salary/ Job/ Pay Grade	
27000	32957	Salary .	
27000 Bachelor of Science in Pharmacy	32957 Bachelor's degree in Agriculture or other allied training courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Education	
None required	Four (4) hours of relevant training	Qualificatio Training	
None required	One (1) year of relevant experience 1080	Qualification Standards ing Experience	
RA 1080	Relevant RA 1080	Eligibility	
		Competency (if applicable)	
Ospital ng Lungsod ng San Jose	City Agriculture Office	Place of Assignment	

15, 2023. 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 August

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

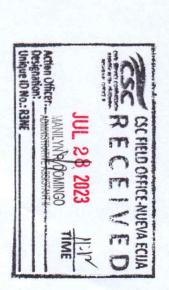
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

City Human Resource Mgt. Officer 2nd Floor, City Hall Compound, San Jose City Nueva Ecija

chrmolgu_sjcne@yahoo.com

Note: For Equal Employment Oppurtunity 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.





Republic of the Philippines San Jose City – 3121 -oOo-

CITY HUMAN RESOURCE MANAGEMENT OFFICE

July 21, 2023

MAJ ELEANOR M. PRADO (RES) PA

Director II
Civil Service Commission
Sta. Rosa, Nueva Ecija

CSC FIELD OFFICE-NUEVA ECIJA

RECEIVED

INC. 12

INC. 12

Action Officer:

MANILYN RIDOMINGO

ADMINISTRATIVE ASSISTANT II

Unique ID No.: R3NE

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
Community Affairs Office	- Community Affairs Officer IV	19	2	22
City Human Resource Management Office	- Administrative Officer II (Human Resource Management Officer I)	27	9	11
City Budget Office	- Administrative Aide II (Messenger)	45	10	2
	- Administrative Aide I (Utility Worker I)	45	11	1
City Assessor's Office	- Administrative Aide III (Driver I)	56	7	3
	- Administrative Aide II (Messenger)	57	8	2
	- Administrative Aide I (Utility Worker I)	57	9	1
City Health Office	- Nurse I	65, 66	29, 30, 31, 32, 33	15
	- Administrative Aide IV (Clerk II)	68	58	4
City Civil Registrar Office	- City Civil Registrar	80	1	25
City Cooperative Office	- Administrative Aide III (Driver I)	84	7	3
	- Administrative Aide II (Messenger)	84	8	2
City Agriculture Office	- Agriculturist II	78	28	15
Ospital ng Lungsod ng San Jose	- Pharmacist I	113	29	11
X-X-X				

Very truly yours,

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

Encl.:

As stated