

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

CSC FIELD OFFICE
 RECEIVED
 JUL 28 2023
 11:12
 TIME
 ACTION OFFICER: JUANITA DOMINGO
 DESIGNATION: ADMINISTRATIVE ASSISTANT II
 UNIQUE ID NO.: 1246
 CSC FIELD OFFICE
 RECEIVED
 JUL 28 2023
 11:12
 TIME
 ACTION OFFICER: JUANITA DOMINGO
 DESIGNATION: ADMINISTRATIVE ASSISTANT II
 UNIQUE ID NO.: 1246

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer
Date: July 21, 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	Community Affairs Officer IV	2	22	64360	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional / Second level eligibility		Community Affairs Office
2	Administrative Officer II (Human Resource Management Officer I)	9	11	24300	Bachelor's degree	None required	None required	Career Service Professional / Second level eligibility		City Human Resource Management Office
3	Administrative Aide II (Messenger)	10	2	12437	Elementary School graduate	None required	None required	None required		City Budget Office
4	Administrative Aide I (Utility Worker I)	11	1	11700	Must be able to read and write	None required	None required	None required		City Budget Office
5	Administrative Aide III (Driver I)	7	3	13210	Elementary School graduate	None required	None required	Professional Driver's License		City Assessor'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)
13	Agriculturist II	28	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 Office
14	Pharmacist I	29	11	27000	Bachelor of Science in Pharmacy	None required	None required	RA 1080	Osptial ng Lungso 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 **August 15, 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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CITY HUMAN RESOURCE MANAGEMENT OFFICE

July 21, 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
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.
City Human Resource Mgt. Officer

Encl.:
As stated