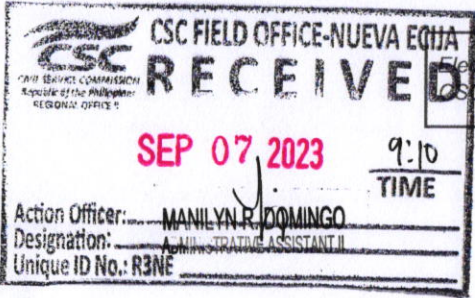


Republic of the Philippines
CGO SAN JOSE, NUEVA ECIJA
Request for Publication of Vacant Positions



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

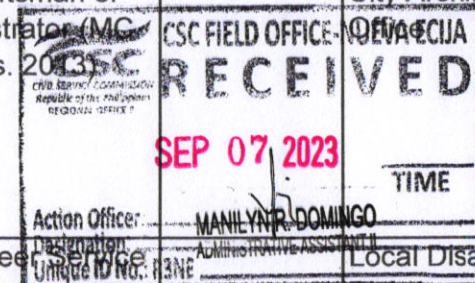
To: CIVIL SERVICE COMMISSION (CSC)

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: September 6, 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	Ticket Checker	59	3	13210	High School Graduate	None required	None required	None required		City Treasurer's Office
2	Electrical Inspector I	39	6	15798	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) - 250 volts MC. 10. s. 2013		City Engineering Office
3	Medical Technologist I	35	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080		Ospital ng Lungsod ng San Jose
4	Heavy Equipment Operator II	53	6	15798	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Heavy Equipment Operator MC 10, s. 2013		City Engineering 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)	
5	Draftsman I	4	6	15798	Completion of two (2) years studies in college or High School graduate with relevant/vocational trade course	None required	None required	Draftsman or Illustrator (MC 10 s. 2003)		City Architect
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	Market Inspector II	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 / 1st level		City Public Market Office
8	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
9	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 experience 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



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)	
10	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
11	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

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 **September 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.

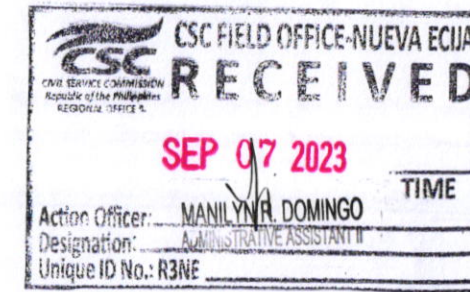
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMEO S. YACAN, JR.

City Human Resource Mgt. Officer

2nd Floor, City Hall Compound, San Jose City Nueva Ecija

chrmlgu_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.

1

HR File



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

CSC FIELD OFFICE-NUEVA ECJA
RECEIVED
SEP 07 2023 9:16
TIME
Action Officer: MANILYN R. DOMINGO
Designation: ADMINISTRATIVE ASSISTANT II
Unique ID No.: R3Ne

CITY HUMAN RESOURCE MANAGEMENT OFFICE

September 6, 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 Treasurer's Office	- Ticket Checker	55	59	3
City Engineering Office	- Electrical Inspector I	103	39	6
Ospital ng Lungsod ng San Jose	- Medical Technologist I	114	35	11
City Engineering Office	- Heavy Equipment Operator II	104	53	6
City Architect Office	- Draftsman I	118	4	6
Local Disaster Risk Reduction Management Office	- Local Disaster Risk Reduction Management Assistant	21	6	8
City Public Market Office	- Market Inspector II	37	6	8
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

Very truly yours,

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

Encl.:
As stated