

HR File

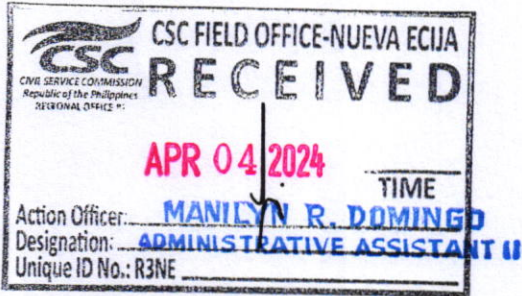


Republic of the Philippines
San Jose City – 3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

April 4, 2024

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:

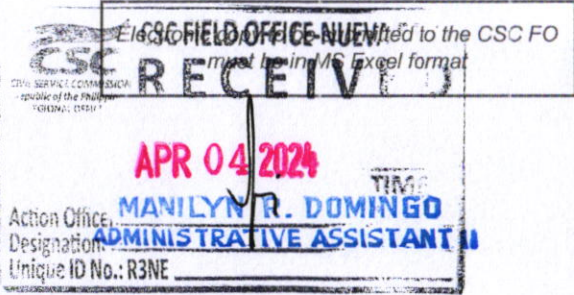
OFFICE	POSITION	PAGE	ITEM NO.	SG
City Human Resource Management Office	- Administrative Assistant II (Human Resource Management Assistant)	26	4	8
	- Administrative Assistant I (Bookbinder III)	27	10	7
Sangguniang Panlungsod	- Local Legislative Staff Officer V	33	18	22
City Treasurer's Office	- Administrative Aide II	53	44	2
	- Local Treasury Operations Officer II	54	53	15
	- Ticket Checker	55	61	3
City Accounting Office	- Administrative Assistant II (Bookkeeper I)	60	7	8
City Health Office	- Pharmacist I	65	22	11
City Social Welfare and Development Office	- City Government Department Head I (City Social Welfare and Development Officer)	70	1*	25
City Agriculture Office	- Agricultural Technologist	79	33	10
Franchising and Regulatory Office	- Administrative Aide I (Utility Worker I)	97	6	1
Transportation, Communications and Public Utilities Services Office	- Administrative Aide III (Driver I)	109	5	3
City Engineering Office	- Electrician I	104	41	4

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



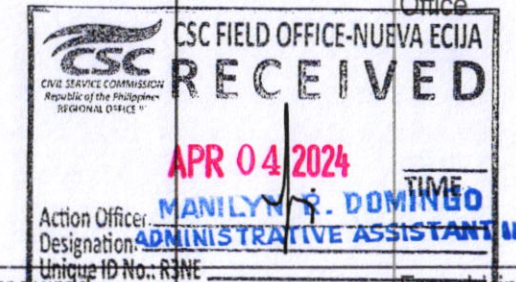
To: CIVIL SERVICE COMMISSION (CSC)

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: April 4, 2024

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 Assistant II (Human Resource Management Assistant)	4	8	17770	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional / First level eligibility		City Human Resource Management Office
2	Administrative Assistant I (Bookbinder III)	10	7	16758	Elementary School Graduate	None required	None required	None required		City Human Resource Management Office
3	Local Legislative Staff Officer V	18	22	64360	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional / Second level eligibility		Sangguniang Panlungsod
4	Administrative Aide II	44	2	12437	Elementary School Graduate	None required	None required	None required		City Treasurer's Office

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5	Local Treasury Operations Officer II	53	15	32957	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Treasurer's Office
6	Ticket Checker	61	3	13210	High School graduate	None required	None required	None required		City Treasurer's Office
7	Administrative Assistant II (Bookkeeper I)	7	8	17770	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional / First level eligibility		City Accounting Office
8	Pharmacist I	22	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		City Health Office
9	City Government Department Head I (City Social Welfare and Development Officer)	1*	25	92421	Bachelor's degree in Social Work	None required	Five (5) years of experience in the practice of social work	RA 1080 Social Worker		City Social Welfare and Development Office
10	Agricultural Technologist	33	10	20858	Bachelor's degree in Agriculture or allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture Office
11	Administrative Aide I (Utility Worker I)	6	1	11700	Must be able to read and write	None required	None required	None required		Franchising and Regulatory Office



7

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)	
12	Administrative Aide III (Driver I)	5	3	13210	Elementary School graduate	None required	None required	Professional driver's license		Transportation, Communications and Public Utilities Services Office
13	Electrician I	41	4	14027	High School graduate or completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) MC 10, series 2013		City Engineering 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 **April 21, 2024**.

- 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.

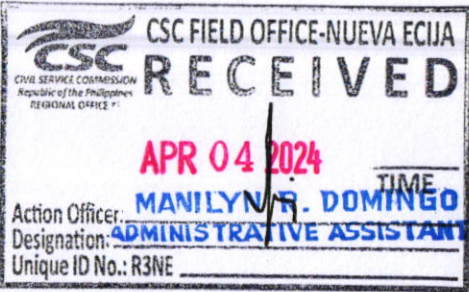
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.