

HR File

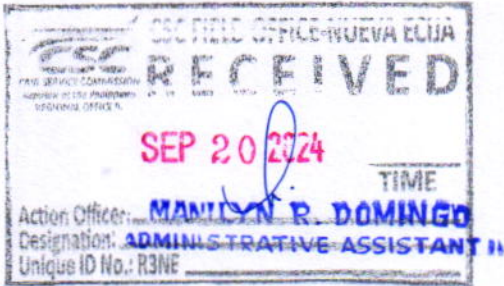


Republic of the Philippines  
San Jose City – 3121  
-oOo-

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

September 20, 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
Public Employment Services Office	- Administrative Aide IV (Clerk II)	12	6	4
City Treasurer's Office	- Security Guard I	49	9	3
City Civil Registrar Office	- Registration Officer II	80	4	14
Franchising and Regulatory Office	- Administrative Aide IV (Clerk II)	97	4	4
City Architect Office	- Administrative Aide IV (Clerk II)	119	6	4
Special Project - OCM	- City Government Department Head I	10	59	25
Local Disaster Risk Reduction Management Office	- City Government Department Head I (Local Disaster Risk Reduction Management Officer)	21	1	25
Public Market Office	- Market Inspector II	37	6	8
City Budget Office	- Administrative Aide IV (Budgeting Aide)	44	8	4
City Treasurer's Office	- Supervising Administrative Officer (Administrative Officer IV)	48	3	22
Civil Registrar Office	- City Government Department Head I (City Civil Registrar)	80	1	25
Kolehiyo ng Lungsod ng San Jose	- College Administrator	122	1	25
Ospital ng Lungsod ng San Jose	- Pharmacist I	114	29	11
Ospital ng Lungsod ng San Jose	- Medical Technologist I	115	35	11
City Health Office	- Nurse II	65	27	16
City Engineering Office	- Heavy Equipment Operator II	105	50	6

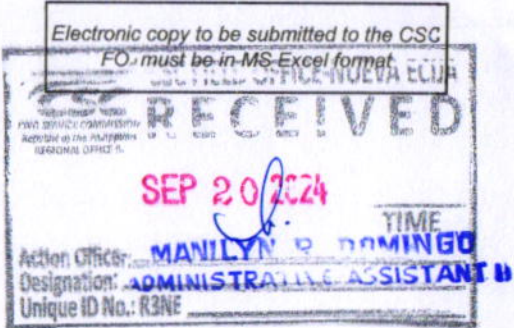
Very truly yours,

**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: September 20, 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 Aide IV (Clerk II)	6	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		Public Employment Services Office
2	Security Guard I	9	3	13210	High School graduate	None required	None required	Security Guard license		City Treasurer's Office
3	Registration Officer II	4	14	30459	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second level eligibility		City Civil Registrar Office
4	Administrative Aide IV (Clerk II)	4	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		Franchising and Regulatory Office
5	Administrative Aide IV (Clerk II)	6	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		City Architect 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)	
6	City Government Department Head I	59	25	92421	Bachelor's degree	Thirty two (32) hours of training in management and supervision	Five (5) years in position/s involving management and supervision	Career Service Professional / Second level eligibility		Special Project - OCM
7	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 and Management	Five (5) years in position involving management and supervision, one (1) year of which is relevant to Disaster Risk Reduction and Management	Career Service Professional / Second level eligibility		Local Disaster Risk Reduction Management Office
8	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 / First level eligibility		Public Market Office
9	Administrative Aide IV (Budgeting Aide)	8	4	14027	Completion of two (2) years studies in college	None required	None required	Career Service Sub-professional / First level eligibility		City Budget Office
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	City Government Department Head I (City Civil Registrar)	1	25	92421	Bachelor's degree	None required	Five (5) years of experience in civil registry work	Career Service Professional / Second level eligibility		Civil Registrar Office
12	College Administrator	1	25	92421	Bachelor's degree	None required	Three (3) years of supervisory experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)		Kolehiyo ng Lungsod ng San Jose

OFFICE - NUEVA ECJA  
**RECEIVED**  
 SEP 20 2024  
 TIME  
 Action Officer: **MANUEL R. DOMINGO**  
 Designation: **ADMINISTRATIVE ASSISTANT**  
 Unique ID No.: R3NE

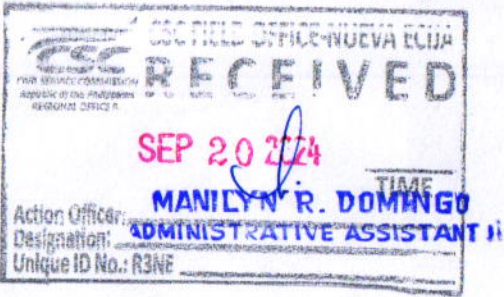
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Pharmacist I	29	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		Ospital ng Lungsod ng San Jose
14	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
15	Nurse II	27	16	39672	Bachelor of Science in Nursing	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		City Health Office
16	Heavy Equipment Operator II	50	6	15798	High School graduate or completion of relevant vocational / trade course	None required	None required	Heavy Equipment Operator 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 **October 6, 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](http://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 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.**