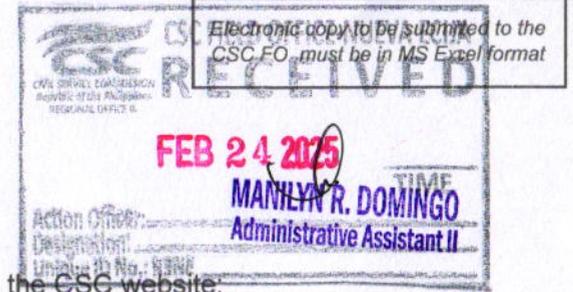


Republic of the Philippines
CGO SAN JOSE, NUEVA ECIJA
 Request for Publication of Vacant Positions



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: February 24, 2025

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 Officer III (Supply Officer II)	20	14	33662	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional; Second level eligibility		City General Services Office
2	Administrative Aide V (Photographer I)	21	5	16345	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Photographer (MC 10 series 2013)		City General Services 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 **March 12, 2025**.

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 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.