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: March 17, 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	Licensing Officer III	39	18	46564	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional), Second Level eligibility		Business Permits and Licenses Office
2	Administrative Assistant VI (Computer Operator III)	24	12	29170	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional), Data Encoder (MC 10, series 2013), First Level eligibility		Sangguniang Panlungsod Office
3	Administrative Officer IV (Human Resource Management Officer II)	8	15	36492	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional), Second Level eligibility		City Human Resource Management Office
4	Administrative Aide III (Utility Worker II)	13	3	14502	Must be able to read and write	None required	None required	None required		City Accounting Office

No. Position Title			Education	Training	Experience	Eligibility	Office
5 Administrative Aide I (Utility Worker I)	8	1	12854 Must be able to read and write	None required	None required	None required	City Legal Office
6 Sanitation Inspector II	62	8	20534 Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience (Subprofesional), First Level eligibility	Career Service (Subprofessional), First	City Health Office
7 Local Disaster Risk Reduction Management Officer II	8	15	36492 Bachelor's degree	Four (4) hours of relevant training on DRRM	One (1) year of relevant experience (Profesional), Second Level eligibility	Career Service (Profesional), Second Level eligibility	Local Disaster Risk Reduction Management Office
8 Engineer III	19	19	51179 Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	City Engineering Office
9 Administrative Aide II (Messenger)	29	2	13653 Elementary School Graduate	None required	None required	None required	City Public Market Office
10 Administrative Officer I (Cashier I)	49	10	23162 Bachelor's degree	None required	None required	Career Service (Profesional), Second 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 **April 4, 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.

CSC FIELD OFFICE-NUEVA ECIJA
R E C E I V E D
MAR 17 2025
TIME

Action Officer: MARK ANTHONY G. SAGNIT
Designation: Administrative Aide I
Unique ID No.: R3NE