

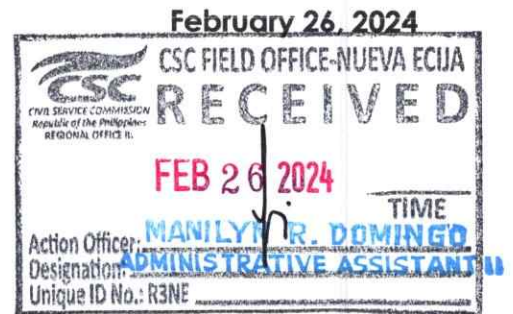


Republic of the Philippines  
Province of Nueva Ecija  
Municipality of Rizal

# HUMAN RESOURCE MANAGEMENT OFFICE

Serving Servant-Heroes Toward Meritocracy and Excellence

**MAJ ELEANOR M. PRADO (RES) PA**  
DIRECTOR II  
Civil Service Commission  
Sta. Rosa, Nueva Ecija




Madam:

Submitting herewith is the Request for Publication of Vacant Positions (CS Form 9, Revised 2018) of this agency:

Position Title	Item No.	SG
Administrative Aide VI	14	6
Administrative Aide IV	175	4

Very truly yours,

  
**MARK ANDREW U. FERNANDEZ**  
HRMO



<https://www.facebook.com/bayaningkawani/>



(044)-344-2578

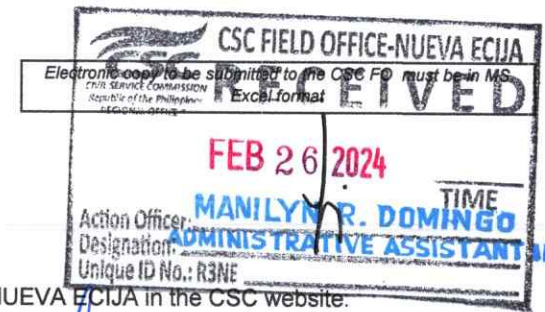


3<sup>rd</sup> Floor, HRMO, Municipal Hall-Annex, Rizal, Nueva Ecija



[bayaningkawani@gmail.com](mailto:bayaningkawani@gmail.com)

Republic of the Philippines  
**MGO RIZAL, 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 MGO RIZAL, NUEVA ECIJA in the CSC website.

**MARK ANDREW U. FERNANDEZ**

**HRMO**

Date: February 26, 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 VI	14	06/1	14,920	Completion of two years studies in college	None required	None required	Civil Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
2	Administrative Aide IV	175	04/1	13,248	Completion of two years studies in college	None required	None required	Civil Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Human Resource Management Office
***NOTHING FOLLOWS***										

Interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation 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, 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:

MARK ANDREW U. FERNANDEZ  
HRMO  
HRMO, 3rd Floor, Municipal Hall Annex,  
Rizal, Nueva Ecija  
[bayangkawani@gmail.com](mailto:bayangkawani@gmail.com)

**OPEN TO ALL** regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.