

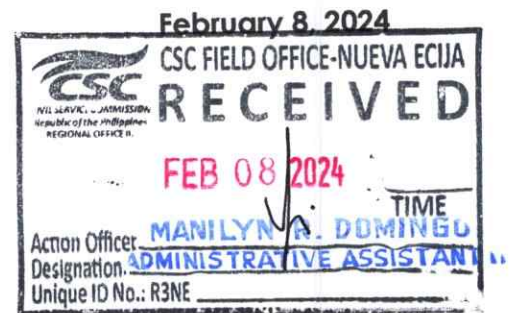


Republic of the Philippines  
Province of Nueva Ecija  
Municipality of Rizal

# 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 Ordinance No. 739, series of 2024 titled **"AN ORDINANCE RETITLING VARIOUS VACANT POSITIONS DESCRIBED HEREUNDER TO CONFORM WITH THE LATEST INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT UNIT AND THE ABOLITION OF POSITIONS REFLECTED IN THE PLANTILLA BUT WITHOUT APPROPRIATION FOR TWO YEARS OR MORE."**

For your ready reference. Thank you and God bless!

Very truly yours,

  
MARK ANDREW U. FERNANDEZ  
HRMO



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



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



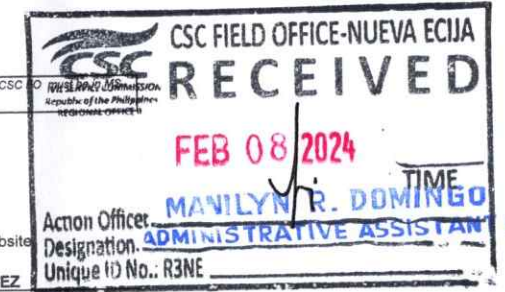
(044)-344-2578



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

Republic of the Philippines  
**MGO RIZAL, NUEVA ECIIA**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC  
Excel format



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 ECIIA in the CSC website

**MARK ANDREW U. FERNANDEZ**  
HRMO

Date: February 8, 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	Process Server	250	05/1	14,062	High School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
2	Administrative Aide I	178	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
3	Administrative Aide I	179	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
4	Administrative Aide I	180	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
5	Municipal Government Department Head I	104	24/1	76,566	Bachelor's degree in Social Work	None required	3 years of experience in the practice of social work	RA 1080, as amended, (Social Worker)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
6	Day Care Worker I	109	06/1	14,920	High School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office

7	Day Care Worker I	110	06/1	14,920	High School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
8	Day Care Worker I	112	06/1	14,920	High School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
9	Social Welfare Officer I	164	11/1	22,950	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
10	Administrative Aide I	224	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
11	Administrative Aide I	225	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Social Welfare and Development Office
12	Local Legislative Staff Employee I	205	02/1	11,746	Elementary School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Vice Mayor and Sangguniang Bayan
13	Local Legislative Staff Employee I	206	02/1	11,746	Elementary School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Vice Mayor and Sangguniang Bayan
14	Administrative Assistant II	73	08/1	16,782	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Economic Enterprise (Market Operations)
15	Administrative Aide IV	75	04/1	13,248	Elementary School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Economic Enterprise (Market Operations)
16	Parking Aide I	198	02/1	11,746	Elementary School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Economic Enterprise (Market Operations)
17	Administrative Aide I	170	01/1	11,050	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Assessor



18	Agricultural Technologist	119	10/1	19,700	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None required	None required	Relevant RA 1080	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Agriculture Office
19	Agricultural Technologist	120	10/1	19,700	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None required	None required	Relevant RA 1080	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Agriculture Office
20	Agricultural Technician I	131	06/1	14,920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Agriculture Office
21	Engineering Aide	228	04/1	13,248	High school graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Engineering Office
22	Administrative Aide III	230	03/1	12,476	Elementary School graduate	None required	None required	Professional Driver's License (MC 11, s. 96 Cat. IV)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Engineering Office
23	Process Server	242	05/1	14,062	High School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Human Resource Management Office
24	Zoning Inspector I	43	06/1	14,920	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Planning and Development Coordinator
25	Revenue Collection Clerk I	62	05/1	14,062	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Treasurer
26	Nurse II	89	16/1	39,672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Health Office
27	Nursing Attendant I	217	04/1	15,586	Elementary School graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Health Office



28	Administrative Aide I	218	01/1	13,000	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Health Office
29	Municipal Government Department Head I	189	24/1	76,566	Bachelor's degree preferably in Environment, Forestry, Agriculture or any related course	None required	3 years of experience in environmental and natural resources management, conservation and utilization	Career Service (Professional) Second Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Environment and Natural Resources 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 February 23, 2024.

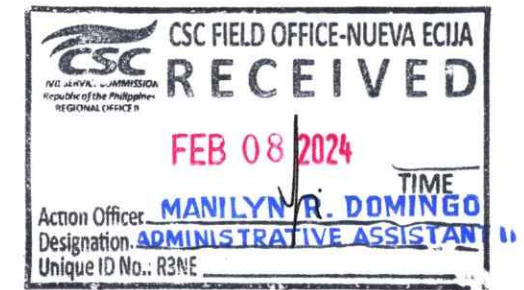
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; 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  
[bayningkawani@gmail.com](mailto:bayningkawani@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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





REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF NUEVA ECIIJA  
**MUNICIPALITY OF RIZAL**  
**OFFICE OF THE SANGGUNIANG BAYAN**

**CERTIFIED TRUE COPY  
 OF THE ORIGINAL**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MARK ANDREW U. FERNANDEZ  
 .HPMO

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF RIZAL, NUEVA ECIIJA HELD ON JANUARY 22, 2024 AT THE SB SESSION HALL.

**PRESENT:**

- |                                  |   |
|----------------------------------|---|
| Hon. Bonifacio D. Soliven        | Municipal Vice Mayor & SB Presiding Officer           |
| Hon. Dennis R. Soliven           | Sangguniang Bayan Member                              |
| Hon. Cindy F. Abesamis           | Sangguniang Bayan Member                              |
| Hon. Eric Jason DC. Sulfelix     | Sangguniang Bayan Member                              |
| Hon. Mark Jay R. Miranda         | Sangguniang Bayan Member                              |
| Hon. Rosalinda M. De Guzman      | Sangguniang Bayan Member                              |
| Hon. Sherwin B. Inocente         | Sangguniang Bayan Member                              |
| Hon. Louie G. Acosta             | Sangguniang Bayan Member                              |
| Hon. Christian V. Mangapis       | Sangguniang Bayan Member                              |
| Hon. Numeriano C. Sanchez        | President, Liga ng mga Barangay, Ex-Officio SB Member |
| Hon. Efraim M. De Leon           | IP Representative, Ex-Officio SB Member               |
| Hon. Steven Michael B. Catacutan | SK Fed. President, Ex-Officio SB Member               |

**ABSENT:**

None

**ORDINANCE NO.739**  
 Series of 2024

- |                         |   |   |
|-------------------------|---|---|
| <b>SPONSOR</b>          | : | <b>COMMITTEE ON LAWS, ORDINANCE AND LEGAL MATTERS</b> |
| <b>CHAIRPERSON</b>      | : | <b>SB MEMBER DENNIS R. SOLIVEN</b>                    |
| <b>VICE CHAIRPERSON</b> | : | <b>SB MEMBER ERIC JASON DC. SULFELIX</b>              |
| <b>MEMBERS</b>          | : | <b>SB MEMBER LOUIE ACOSTA</b>                         |
|                         |   | <b>SB MEMBER CINDY F. ABESAMIS</b>                    |
|                         |   | <b>SB MEMBER ROSALINDA M. DE GUZMAN</b>               |

**AN ORDINANCE RETITLING VARIOUS VACANT POSITIONS DESCRIBED HEREUNDER TO CONFORM WITH THE LATEST INDEX OF OCCUPATIONAL SERVICES, POSITION TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT UNIT AND THE ABOLITION OF POSITIONS REFLECTED IN THE PLANTILLA BUT WITHOUT APPROPRIATION FOR TWO YEARS OR MORE.**

**BE IT ORDAINED**, by the Sangguniang Bayan in session assembled that:

**SECTION 1. TITLE** – This Ordinance shall be otherwise known as “An Ordinance Partially Re-organizing the Structure and Staffing Pattern of LGU-Rizal, Nueva Ecija by Retitling the Various Vacant Positions to Conform with the Latest Index of Occupational Services, Position Titles and Salary Grades in the LGU and by Abolishing Positions Reflected in the Plantilla but Without Appropriation for Two (2) Years or More”;

**SECTION 2. RETITLING OF POSITIONS** – That the following Positions are hereby RETITLED or CONVERTED to generic class titles as embodied under the Index of Occupational Services, Position Titles and Salary Grades in the Local Government:

Handwritten notes and signatures in the left margin, including a large 'S' at the top and several illegible signatures below.



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF NUEVA ECILJA  
**MUNICIPALITY OF RIZAL**  
**OFFICE OF THE SANGGUNIANG BAYAN**

**CERTIFIED TRUE COPY  
 OF THE ORIGINAL**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MARK ANDREW U. FERNANDEZ  
 HRMO

Ord.. No. 739-2024  
 Page No. 02 of 04)

Retitling of Position		Office/Department	Item No.
From	To		
Administrative Aide VI (Clerk III)	Administrative Aide VI	Office of the Municipal Mayor	14
Administrative Aide IV (Clerk II)	Administrative Aide IV	Office of the Municipal Mayor	15
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Office of the Municipal Mayor	178
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Office of the Municipal Mayor	179
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Office of the Municipal Mayor	180
Administrative Assistant II (Clerk IV)	Administrative Assistant II	Office of the Vice Mayor and Sangguniang Bayan	41
Local Legislative Staff Employee I (Utility Worker, Messenger)	Local Legislative Staff Employee I	Office of the Vice Mayor and Sangguniang Bayan	205
Local Legislative Staff Employee I (Utility Worker, Messenger)	Local Legislative Staff Employee I	Office of the Vice Mayor and Sangguniang Bayan	206
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Office of the Municipal Planning and Development Coordinator	176
Administrative Aide III (Clerk I)	Administrative Aide III	Office of the Municipal Accountant	48
Administrative Aide III (Clerk I)	Administrative Aide III	Office of the Municipal Accountant	49
Administrative Assistant II (Budgeting Assistant)	Administrative Assistant II	Municipal Budget Office	51
Human Resource Management Officer I	Administrative Officer II	Human Resource Management Office	174
Human Resource Management Aide	Administrative Aide IV	Human Resource Management Office	175
Administrative Assistant II (Clerk IV)	Administrative Assistant II	Economic Enterprise (Market Operations)	73
Administrative Aide IV (Storekeeper I (D))	Administrative Aide IV	Economic Enterprise (Market Operations)	75
Municipal Treasurer I	Municipal Government Department Head I	Office of the Municipal Treasurer	57
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Office of the Municipal Assessor	170
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Municipal Health Office	218
Municipal Social Welfare and Development Officer I	Municipal Government Department Head I	Municipal Social Welfare and Development Office	104
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Municipal Social Welfare and Development Office	224
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Municipal Social Welfare and Development Office	225
Administrative Aide III (Clerk I)	Administrative Aide III	Office of the Municipal Civil Registrar	226
Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Slaughterhouse	142
Engineering Assistant B	Engineering Assistant	Municipal Engineering Office	144

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signatures and initials on the right margin]*

*[Large handwritten signatures at the bottom of the page]*



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF NUEVA ECIIJA  
**MUNICIPALITY OF RIZAL**  
**OFFICE OF THE SANGGUNIANG BAYAN**

**CERTIFIED TRUE COPY  
 OF THE ORIGINAL**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MARK ANDREW U. FERNANDEZ  
 -HRMO

rd., No. 739-2024  
 Page No. 03 of 04)

Administrative Aide I (Utility Worker I (B))	Administrative Aide I	Municipal Engineering Office	157
Administrative Aide III (Driver I)	Administrative Aide III	Municipal Engineering Office	230 ✓
Municipal Government Department Head I (Municipal Environment and Natural Resources Officer I)	Municipal Government Department Head I	Municipal Environment and Natural Resources Office	189 ✓

**SECTION 3. ABOLITION OF POSITIONS REFLECTED IN THE PLANTILLA BUT WITHOUT APPROPRIATION FOR TWO YEARS OR MORE.**

Unfunded Position for Abolition	Office/Department	Item No.
Community Affairs Assistant II	Office of the Municipal Mayor	13
Rural Health Physician	Municipal Health Office	86
Nutrition Officer I	Municipal Health Office	100
Mechanic III	Municipal Engineering Office	146

**SECTION 4. AUTHORITY** – This Ordinance is promulgated to conform with the Index of Occupational Services, Position Titles and Salary Grades in the Local Government Unit (IOS-LGU, CY 2021 Edition, Civil Service Commission Memorandum Circular No. 6, s. 2023 or the Amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended and Civil Service Commission Memorandum Circular No. 13, s. 2022 or the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, and Republic Act No. 7160, otherwise known as “The Local Government Code of 1991”,

**SECTION 5. SEPARABILITY CLAUSE** – If any part of this Ordinance is declared as unlawful or unconstitutional, such declaration shall not affect the other sections that are not declared as such;

**SECTION 6. REPEALING CLAUSE** – All previous Ordinances inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

**SECTION 7. EFFECTIVITY** – This Ordinance shall take effect upon approval by the Sangguniang Panlalawigan and Publication in a newspaper of regional circulation.


Enacted: January 22, 2024

**APPROVED AND CONFIRMED.**

**I HEREBY CERTIFY** to the correctness of the above-quoted Ordinance.

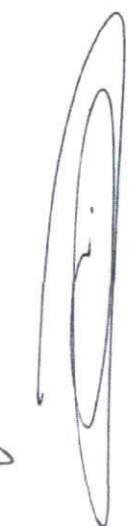
**RONALD C. ABENOJA**  
 Secretary to the Sanggunian Bayan 1

ATTESTED:

  
**HON. BONIFACIO D. SOLIVEN**  
 Municipal Vice Mayor and  
 Presiding Officer





















REPUBLIC OF THE PHILIPPINES  
PROVINCE OF NUEVA ECija  
MUNICIPALITY OF RIZAL

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFIED TRUE COPY  
OF THE ORIGINAL

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MARK ANDREW U. FERNANDEZ  
HRMO

Ord.. No. 739-2024  
Page No. 04 of 04)

Approved and signed by all the duly elected and qualified Members of the Sangguniang Bayan on January 22, 2024.

  
**HON. DENNIS R. SOLIVEN**

Sangguniang Bayan Member  
Committee on Public Ethics, Good Governance,  
Social Services, Accountability, Laws and Legal  
Matters

**HON. CINDY F. ABESAMIS**

Sangguniang Bayan Member  
Committee on Education, Tourism,  
Culture, History and Arts, Public Health  
and Sanitation, Environmental Protection  
And Natural Resources

  
**HON. ERIC JASON D.C. SULFELIX**

Sangguniang Bayan Member  
Committee on Finance and Appropriations,  
Ways and Means, Public Works and Utilities,  
Transportation, Communication and  
Information, Housing and Land Use and  
Patrimonial Properties

  
**HON. MARK JAY R. MIRANDA**

Sangguniang Bayan Member  
Committee on Agriculture and Food  
Security, Fisheries and Livelihood

  
**HON. ROSALINDA M. DE GUZMAN**

Sangguniang Bayan Member  
Committee on Local Economic Enterprise,  
Trade, Commerce and Industry, Cooperatives,  
Children, Women and Family

  
**HON. SHERWIN B. INOCENTE**

Sangguniang Bayan Member  
Committee on Labor and Employment

  
**HON. LOUIE G. ACOSTA**

Sangguniang Bayan Member  
Committee on Peace and Order and  
Public Safety

**HON. CHRISTIAN V. MANGAPIS**

Sangguniang Bayan Member  
Committee on Human Rights

  
**HON. NUMERIANO O. SANCHEZ**

President, Liga ng mga Barangay Ex-Officio  
Sangguniang Bayan Member  
Committee on Barangay and Internal Affairs


  
**HON. EFRAIM M. DE LEON**

IP Representative, Ex-Officio  
Sangguniang Bayan Member  
Committee on Cultural Minorities and  
Indigenous People

  
**HON. STEVEN MICHAEL B. CATACUTAN**

SK Federation President, Ex-Officio  
Sangguniang Bayan Member  
Committee on Youth and Sports Development

APPROVED:

  
**HON. HANNA KATRINA L. ANDRES**  
Municipal Mayor