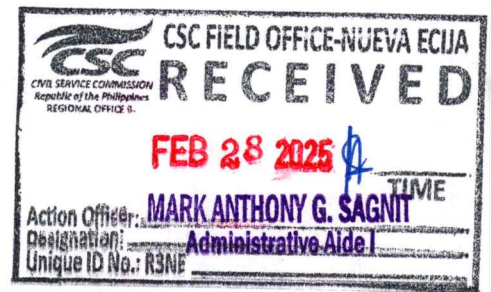




Republic of the Philippines  
Province of Nueva Ecija  
Municipality of Rizal



# Human Resource Management Office

Serving Servant-Heroes Toward Meritocracy and Excellence

February 28, 2025

**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
Youth Development Officer III	248	18
Disability Affairs Officer III	251	18
Senior Labor and Employment Officer	249	19
Security Guard III	5	8
Security Guard II	8	5
Administrative Aide I	176	1
Process Server	207	5
Administrative Aide IV	175	4
Administrative Aide II (Bookbinder I)	211	2
Administrative Aide I	218	1
Day Care Worker I	107	6
Social Welfare Aide	165	4
Social Welfare Aide	114	4
Social Welfare Aide	220	4
Agricultural Technologist	119	10
Agricultural Technologist	120	10
Agricultural Technician I	131	6
Cooperatives Development Specialist I	253	11
Engineering Assistant	144	8



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



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



(044) 334 2578



HRMO, 3rd Floor, Municipal Hall Annex, Rizal, Nueva



Republic of the Philippines  
Province of Nueva Ecija  
**Municipality of Rizal**

## **HUMAN RESOURCE MANAGEMENT OFFICE**

**Serving Servant-Heroes Toward Meritocracy and Excellence**

Administrative Aide IV (Electrician I)	152	4
Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	237	24

Very truly yours,

**MARK ANDREW U. FERNANDEZ**  
**MGDH I (HRMO)**



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



(044) 334 2578



HRMO, 3rd Floor, Municipal Hall Annex, Rizal, Nueva



[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 28, 2025

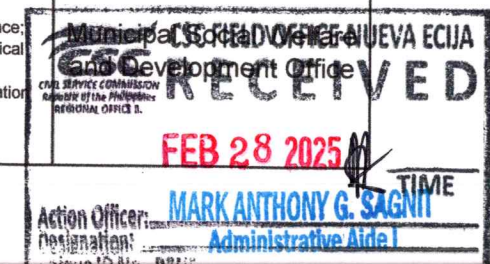
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Youth Development Officer III	248	18/1	<b>41,663</b>	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
2	Disability Affairs Officer III	251	18/1	<b>41,663</b>	Bachelor's degree	8 hours of relevant training on disability affairs	2 years of relevant experience on disability affairs	Career Service (Professional) Second Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor





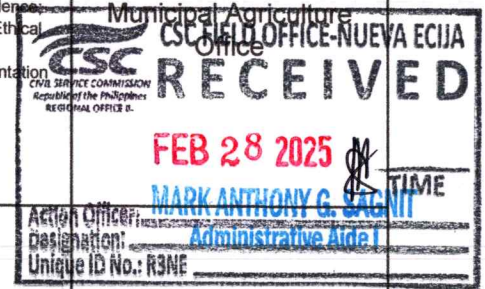
3	Senior Labor and Employment Officer	249	19/1	45,792	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management; Human Resource Development (HRD); and/or allied fields	8 hours of relevant training on employment facilitation	2 years of experience in program management relative to employment facilitation	Career Service (Professional) Second Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor CSC FIELD OFFICE-NUEVA ECIIA <b>RECEIVED</b> FEB 28 2025 MARK ANTHONY G. SAGNIT Administrative Aide I Action Officer: Designation: Unique ID No.: R3NE
4	Security Guard III	5	8/1	17,454	High school graduate	4 hours of relevant training	1 year of relevant experience	Category IV (Security Guard License)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
5	Security Guard II	8	5/1	14,624	High school graduate	None required	None required	Category IV (Security Guard License)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Office of the Municipal Mayor
6	Administrative Aide I	176	1/1	11,501	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 Planning and Development Coordinator
7	Process Server	207	5/1	14,624	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 Planning and Development Coordinator

8	Administrative Aide IV	175	4/1	13,778	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	Human Resource Management Office
9	Administrative Aide II (Bookbinder I)	211	2/1	12,216	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	Human Resource Management Office
10	Administrative Aide I	218	1/1	13,530	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
11	Day Care Worker I	107	6/1	15,517	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
12	Social Welfare Aide	165	4/1	13,778	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
13	Social Welfare Aide	114	4/1	13,778	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	





14	Social Welfare Aide	220	4/1	13,778	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
15	Agricultural Technologist	119	10/1	20,724	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
16	Agricultural Technologist	120	10/1	20,724	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
17	Agricultural Technician I	131	6/1	15,517	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
18	Cooperatives Development Specialist I	253	11/1	24,235	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Agriculture Office



19	Engineering Assistant	144	8/1	17,454	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	Municipal Engineering Office
20	Administrative Aide IV (Electrician I)	152	4/1	13,778	High school graduate or completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 Volts) (MC 11, s. 96-Cat. I)	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Municipal Engineering Office
21	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	237	24/1	80,012	Bachelor's degree	24 hours of relevant training on Disaster Risk Reduction and Management	4 years of relevant experience on Disaster Risk Reduction and Management	Career Service Professional/2nd Level Eligibility	Core Commitment to Excellence; Moral principles and Ethical Standards; High performance orientation	Local Disaster Risk Reduction and 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 15, 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](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  
[HRMORizal.recruitment@gmail.com](mailto:HRMORizal.recruitment@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**

