

Republic of the Philippines
PGO RIZAL
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 PGO RIZAL in the CSC website:

EUGENE P. DURUSAN

Date: January 15, 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	Legal Aide	PAO-07	5	17,205.00	Completion of two years studies in College	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
2	Tax Mapper III	PAS-19	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
3	Assessment Clerk I	PAS-49	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04

4	Administrative Officer IV (Budget Officer II)	PBO-08	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
5	Information Systems Analyst III	PG-67	19	53,873.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
6	Local Legislative Staff Officer II	SPS-08	13	32,870.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
7	Administrative Assistant V (Stenographic Reporter III)	SPS-11	11	28,512.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service SubProfessional First Level Eligibility		RPG-R04
8	Administrative Aide VI (Clerk III)	SPS-13	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04
9	Administrative Aide IV (Clerk II)	SPS-16	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service SubProfessional First Level Eligibility		RPG-R04

10	Administrative Assistant I (Reproduction Machine Operator III)	SPS-18	7	19,365.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		RPG-R04
11	Administrative Aide III (Driver I)	PAC-27	3	15,265.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013- Cat. IV)		RPG-R04
12	Social Welfare Aide	PSW-11	4	16,209.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		RPG-R04

The Rizal Provincial Government highly encourages all interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation to apply.

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 January 30, 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:

EUGENE P. DURUSAN

Provincial Government Department Head
Office of the Provincial Human Resource Management
Officer

Ynares Center Complex Brgy. San Roque Antipolo City

hrrpg_recruitment@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.