

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: July 29, 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	Administrative Aide IV (Clerk II)	HRMO-39	4	16,209.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (SubProfessional) First Level Eligibility		RPG-R04

2	Administrative Aide VI (Buyer II)	GSO-11	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
3	Administrative Aide VI (Clerk III)	GSO-47	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
4	Administrative Assistant II (Clerk IV)	PPDO-04	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04

5	Administrative Aide VI (Clerk III)	PPDO-05	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
6	Planning Assistant	PPDO-31	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04
7	Internal Auditing Assistant	PG-107	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04

8	Administrative Aide III (Clerk I)	PG-108	3	15,265.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
9	Administrative Aide VI (Clerk III)	PAS-14	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
10	Administrative Aide IV (Clerk II)	PAS-15	4	16,209.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04

11	Administrative Aide IV (Clerk II)	PAS-16	4	16,209.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
12	Tax Mapping Aide	PAS-54	4	16,209.00	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04

13	Tax Mapping Aide	PAS-55	4	16,209.00	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
14	Tax Mapping Aide	PAS-56	4	16,209.00	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04

15	Administrative Aide VI (Clerk III)	PAS-31	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
16	Assessment Clerk II	PAS-32	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
17	Administrative Assistant II (Accounting Clerk III)	PAC-16	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04

18	Administrative Aide VI (Accounting Clerk II)	PAC-18	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofession al) First Level Eligibility		RPG-R04
19	Administrative Aide IV (Clerk II)	PAC-19	4	16,209.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofession al) First Level Eligibility		RPG-R04
20	Administrative Aide VI (Accounting Clerk II)	PAC-20	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofession al) First Level Eligibility		RPG-R04



21	Administrative Aide VI (Accounting Clerk II)	PAC-22	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
22	Administrative Aide VI (Accounting Clerk II)	PAC-23	6	18,255.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
23	Legal Aide	PAO-07	5	17,205.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04

24	Labor Employment Assistant	PG-103	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) First Level Eligibility		RPG-R04
25	Administrative Assistant II (Administrative Assistant)	RPHS-218	8	20,534.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) First Level Eligibility		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 August 13, 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:

**EUGENE P. DURUSAN**

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

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Ynares Center Complex Brgy. San Roque Antipolo City

[hrmo@rizalprovincialgov.ph](mailto:hrmo@rizalprovincialgov.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**