

Republic of the Philippines  
**PGO RIZAL**  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the PGO RIZAL:

EUGENE P. DURUSAN

Date: January 20, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Provincial Government Assistant Department Head (Assistant Provincial Assessor)	PAS-02	24	98,185.00	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	None required	3 years of experience in real property assessment work or in any related field	RA 1080, as ammended, (Real Estate Appraiser)	Must be a citizen of the Philippines, a resident of the local government unit concerned and of good moral character	RPG-R04
2	Supervising Administrative Officer (Administrative Officer IV)	GSO-03	22	78,162.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04

3	Administrative Officer V (Cashier III)	PTO-32	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04
4	Security Officer I	PA-20	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04
5	Reproduction Machine Operator III	PG-65	7	20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than February 04, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.  
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MS. EUGENE P. DURUSAN  
Provincial Government Department Head  
Office of the Provincial Human Resource Management  
Officer  
Ynares Center Complex Brgy. San Roque Antipolo City  
256-3000 loc. 5203-5205 / hrmo@rizalprovincialgov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.