

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: April 21, 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	Revenue Collection Clerk II	PTO-28	7	20,110.00	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	Local Treasury Operations Officer I	PTO-46	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
3	Revenue Collection Clerk I	PTO-49	5	17,866.00	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		

4	Revenue Collection Clerk I	PTO-51	5	17,866.00	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		
5	Revenue Collection Clerk I	PTO-53	5	17,866.00	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	Revenue Collection Clerk I	PTO-54	5	17,866.00	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
7	Revenue Collection Clerk I	PTO-55	5	17,866.00	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
8	Administrative Aide II (Messenger)	PTO-71	2	14,925.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
9	Local Revenue Collection Officer I	PTO-81	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
10	Revenue Collection Clerk I	PTO-82	5	17,866.00	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	Revenue Collection Clerk I	PTO-83	5	17,866.00	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	Local Revenue Collection Officer I	PTO-86	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
13	Revenue Collection Clerk I	PTO-87	5	17,866.00	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
14	Revenue Collection Clerk I	PTO-88	5	17,866.00	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
15	Local Revenue Collection Officer I	PTO-91	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
16	Revenue Collection Clerk I	PTO-92	5	17,866.00	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	Local Revenue Collection Officer I	PTO-95	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04

18	Revenue Collection Clerk I	PTO-96	5	17,866.00	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
19	Local Revenue Collection Officer I	PTO-99	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
20	Revenue Collection Clerk I	PTO-100	5	17,866.00	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
21	Revenue Collection Clerk I	PTO-103	5	17,866.00	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	Revenue Collection Clerk I	PTO-104	5	17,866.00	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	Local Revenue Collection Officer I	PTO-105	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04

24	Revenue Collection Clerk I	PTO-106	5	17,866.00	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
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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 May 06, 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.

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade
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PGO RIZAL	RPG-R04	Administrative PG-75		7
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PGO RIZAL

RPG-R04

Administrative PAS-15

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PGO RIZAL

RPG-R04

Administrative PAS-16

4



PGO RIZAL

RPG-R04

Administrative PAS-25

4





















PGO RIZAL

RPG-R04

Administrative PAS-16

4

PGO RIZAL

RPG-R04

Animal Keeper PVET-21

6





















PGO Rizal

RPG-R04

Nurse III

PHO-07

17















PGO Rizal

RPG-R04

Nursing Attend PHO-31

4









PGO Rizal

RPG-R04

Nurse I

RPHS-370

15

























annual\_salary eligibility education training experience competency instructions

qualified applicants should signify their interest in writing through an application letter addressed to the head of office.

Applicants must attach the </p>

following

documents to the application letter

and send these to the address below

not later than

February 26,

2026.</p><p></p>

<br/>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

20110 Career Se Completion: None re: None required

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 26, 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

16833 Career Se Completion None re None required

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 26, 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

16833 Career Se Completion None re None required

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 26, 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

18957 Career Se Completion None re None required

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 26, 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

16833 None requ Elementar None re None required

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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

30024 Career Se Bachelor's None re: None required

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 26, 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

30024 Career Se Bachelor's None re: None required

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 26, 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

30024 Career Se Bachelor's None re None required

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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

30024 RA 1080 ( Bachelor's None re: None required

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 26, 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

51304 RA 1080 ( Bachelor's 8 hours 2 years of relevant experi 2025); digitally

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 26, 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

51304 RA 1080 ( Bachelor's 8 hours 2 years of relevant experi 2025); digitally

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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

16833 Career Se Completion None re None required

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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

18957 Heavy Eq High Scho None re None required

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 26, 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

18957 None required Completion None required None required

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 October 01, 2025.

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

16833 Career Se Completion None re None required

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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

16833 Career Se Completion None re None required

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18957 None requ Must be at None re None required

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18957 Career Se Completion None re None required

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30024 Career Se Bachelor's None re None required

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1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

40208 Career Se Bachelor's 4 hours 1 year of work experience (2025); digitally

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 October 01, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

40208 Career Se Bachelor's 4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

121146 Career Se Bachelor's None re 5 years of experience in c (2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

74836 Career Se Bachelor's 16 hours 3 years of relevant experi 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

20534 Career Se Completion 4 hours 1 year of relevant experience 2025); digitally

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 September 04, 2025.

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

18255 None requ Elementar None re None required

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

121146 RA 1080 ( Doctor of None re 5 years experience as m 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

22219 Career Se Completion 4 hours 1 year of relevant experience 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

45138 RA 1080 ( Bachelor c4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

35434 Career Se Bachelor's 4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

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

16209 Career Se Completion None re None required

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

35434 Career Se Bachelor's 4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

35434 Career Se Bachelor's 4 hours 1 year of relevant experie 2025); digitally

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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

18255 Career Se Completion None re None required

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 September 04, 2025.

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

19365 Career Se Completion None re None required

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 September 04, 2025.

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

67005 RA 1080 ( Doctor of None re: None required

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 September 04, 2025.

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

16209 None requ Elementar None re None required

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

94132 RA 1080 ( Doctor of 18 hours 2 years of relevant experi 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

83659 RA 1080 ( Doctor of 14 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

20534 Career Se Completion 4 hours 1 year of relevant experience 2025); digitally

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 September 04, 2025.

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67005 RA 1080 ( Doctor of None re: None required

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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

38413 RA 1080 ( Bachelor c None re None required

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

53873 RA 1080 ( Bachelor c 8 hours 2 years of relevant experi 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

45138 RA 1080 ( Bachelor c4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

38413 RA 1080 ( Bachelor's 4 hours 1 year of relevant experie 2025); digitally

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 September 04, 2025.

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

38413 RA 1080 ( Bachelor's None re: None required

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 September 04, 2025.

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

22219 RA 1080 ( Completion: None re: None required

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 September 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised

49015 Career Se Bachelor's 8 hours 2 years of relevant experi 2025); digitally

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 September 04, 2025.

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

24381 Career Se Bachelor's None re None required

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 September 04, 2025.

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

24381 Career Se Bachelor's None re None required

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 September 04, 2025.

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

18255 Career Se Completion None re None required

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 September 04, 2025.

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

30705 RA 1080 ( Bachelor's None re: None required

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18255 Career Se Completion None re None required

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30705 RA 1080 Bachelor's None re: None required

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## **Instructions:**

1. This form is required in the request for publication of vacant positions.
2. Use the table provided to indicate the position title/s and all other pertinent information of the vacant position/s.
3. The HRMO must check the accuracy and completeness of the required information on the vacant position/s and the active contact details.
4. For vacant division chief and executive/managerial positions, agencies shall submit the corresponding Position Description Form (DBM-CSC Form No. 1)

## **Important things to remember before accomplishing the form:**

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested..." statement.
8. Enter the closing date in the space provided after the words "not later than". The closing date must be in this
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

## **How to accomplish the form:**

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "HRMO" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested..." and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS..." accordingly:
  - 1st row: name of the designated person to whom the documents must be sent;
  - 2nd row: Position of the designated person;
  - 3rd row: Address of the Agency; and
  - 4th row: Agency's email address.
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

## **After accomplishing the form:**

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.

After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSV file will then be uploaded to the Job Portal database.