



Republic of the Philippines
RIZAL PROVINCIAL GOVERNMENT
Province of Rizal 1870

OFFICE OF THE PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICER

First Indorsement

26 August 2026

Respectfully forwarded to Civil Service Commission, Field Office - Rizal
A. Bonifacio Ave. Rose Pack Comp. Brgy. Sto. Domingo Cainta, Rizal, the
attached vacant positions in the Rizal Provincial Government requesting
publication.

A handwritten signature in black ink, appearing to read "E. Durusan", is written above the printed name.

EUGENE P. DURUSAN

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

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: August 26, 2026

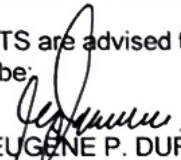
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Aide IV (Bookbinder II)	SPS-33	4	16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
2	Administrative Officer V (Administrative Officer III)	PTO-62	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

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 September 10, 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.