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Republic of the Philippines
RIZAL PROVINCIAL GOVERNMENT
Province of Rizal 1870

OFFICE OF THE PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICER

First Indorsement

23 November 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.

PHIL M. COSEP
Acting Provincial Government Department Head
Office of the Provincial Human Resource Management Officer

CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

PHIL M. COSEP
Date: November 23, 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 Assistant II (Clerk IV)	PEO-11	8	22,423.00	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
2	Laboratory Technician I	PEO-111	6	19,716.00	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	Laboratory Technician (MC 10, s. 2013 Cat. II)		RPG-R04
3	Local Assessment Operations Officer I	PAS-52	11	31,705.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04

4	Local Treasury Operations Officer III	PTO-04	18	53,818.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
5	Administrative Officer V (Cashier III)	PTO-32	18	53,818.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
6	Administrative Assistant III (Senior Bookkeeper)	PAC-50	9	24,329.00	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	Attorney IV	PAO-04	23	91,306.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)		RPG-R04
8	Administrative Aide IV (Clerk II)	PHO-10	4	17,506.00	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	Tourism Operations Assistant	PA-142	7	20,914.00	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 Officer V (Administrative Officer III)	PG-148	18	53,818.00	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 December 08, 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 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:

MR. PHIL M. COSEP
Acting 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.