

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: March 28, 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	Provincial Government Department Head (Local Disaster Risk Reduction and Management Officer)	PDRRM-01	26	121,146.00	Bachelor's degree	32 hours of training in management and supervision on Disaster Risk Reduction and Management	5 years in position/s involving management and supervision, 1 year of which is relevant to Disaster Risk Reduction and Management	Career Service Professional / Second Level Eligibility		RPG-R04

2	Provincial Government Assistant Department Head (Local Disaster Risk Reduction and Management Officer)	PDRRM-02	24	94,132.00	Bachelor's degree	24 hours of training in management and supervision on Disaster Risk Reduction and Management	4 years in position/s involving management and supervision, 1 year of which is relevant to Disaster Risk Reduction and Management	Career Service Professional / Second Level Eligibility		RPG-R04
3	Local Disaster Risk Reduction and Management Officer III	PDRRM-03	18	49,015.00	Bachelor's degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
4	Local Disaster Risk Reduction and Management Officer I	PDRRM-04	11	28,512.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
5	Administrative Aide IV (Clerk II)	PDRRM-05	4	16,209.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04
6	Local Disaster Risk Reduction and Management Officer I	PDRRM-13	11	28,512.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
7	Local Disaster Risk Reduction and Management Officer IV	PDRRM-15	22	74,836.00	Bachelor's degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04

8	Local Disaster Risk Reduction and Management Officer IV	PDRRM-16	22	74,836.00	Bachelor's degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
9	Local Disaster Risk Reduction and Management Officer IV	PDRRM-17	22	74,836.00	Bachelor's degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
10	Local Disaster Risk Reduction and Management Officer II	PDRRM-18	15	38,413.00	Bachelor's degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
11	Local Disaster Risk Reduction and Management Officer II	PDRRM-19	15	38,413.00	Bachelor's degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
12	Local Disaster Risk Reduction and Management Officer II	PDRRM-20	15	38,413.00	Bachelor's degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / Second Level Eligibility		RPG-R04
13	Local Disaster Risk Reduction and Management Officer I	PDRRM-21	11	28,512.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
14	Local Disaster Risk Reduction and Management Officer I	PDRRM-22	11	28,512.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04

15	Local Disaster Risk Reduction and Management Officer I	PDRRM-23	11	28,512.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
16	Local Disaster Risk Reduction and Management Assistant	PDRRM-25	8	20,534.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Subprofessional / First Level Eligibility		RPG-R04
17	Local Disaster Risk Reduction and Management Assistant	PDRRM-26	8	20,534.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Subprofessional / First Level Eligibility		RPG-R04
18	Provincial Government Assistant Department Head (Assistant PESO Manager)	PG-98	24	94,132.00	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	4 years of supervisory/management experience in program management relative to employment facilitation	Career Service Professional / Second Level Eligibility		RPG-R04

19	Supervising Labor and Employment Officer	PG-99	22	74,836.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	16 hours of relevant training on employment facilitation	3 years of experience in program management relative to employment facilitation	Career Service Professional / Second Level Eligibility		RPG-R04
20	Labor and Employment Assistant	PG-103	8	20,534.00	Completion of 2 years studies in college	4 hours of relevant training on employment facilitation	1 year of relevant experience	Career Service Subprofessional / First Level Eligibility		RPG-R04
21	Labor and Employment Assistant	PG-104	8	20,534.00	Completion of 2 years studies in college	4 hours of relevant training on employment facilitation	1 year of relevant experience	Career Service Subprofessional / First Level Eligibility		RPG-R04

22	Supervising Tourism Operations Officer	PA-138	22	74,836.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	<p>DOT specific and mandatory trainings such as but not limited to the following:</p> <ul style="list-style-type: none"> - Tourism Awareness and Capability Building Seminar for LGUs - Seminar on Disaster Risk Reduction and Management - Basic Tourism Statistics Training (BTST) - Local Tourism Guidebook Orientation and; Seminar on Gender and Development 	3 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service Professional / Second Level Eligibility	Must be a Filipino citizen permanently residing in the LGU	RPG-R04
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23	Tourism Operations Officer II	PA-139	15	38,413.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service Professional / Second Level Eligibility		RPG-R04
24	Tourism Operations Officer I	PA-140	11	28,512.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
25	Tourism Operations Assistant	PA-141	7	19,365.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04
26	Tourism Operations Assistant	PA-142	7	19,365.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04
27	Tourism Operations Assistant	PA-143	7	19,365.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04
28	Tourism Operations Assistant	PA-144	7	19,365.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04

29	Tourism Operations Officer I	PA-145	11	28,512.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	Career Service Professional / Second Level Eligibility		RPG-R04
30	Tourism Operations Assistant	PA-146	7	19,365.00	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional / First Level Eligibility		RPG-R04
31	Provincial Government Department Head (Provincial Agriculturist)	PAG-01	26	121,146.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	5 years of experience in agriculture or in a related field	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian, and others depending on the functions, duties and responsibilities as indicated in the Position Description Form)		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 April 12, 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;
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

Ynares Center Complex Brgy. San Roque Antipolo City

hrmo@rizalprovincialgov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.