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Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Province of Rizal  
www.urs.edu.ph



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June 10, 2024

**DIR. NANCY B. ASILO**

Director II

Civil Service Commission – Rizal Field Office

Cainta, Rizal



Dear **DIR. ASILO**:

Greetings!

I have the honor to request for the publication in the Civil Service Commission Rizal Field Office Bulletin of Vacant Positions the attached list of Vacant Positions, this University, in compliance with RA 7041.

The electronic copy has been forwarded to the [cscforizal.publication@gmail.com](mailto:cscforizal.publication@gmail.com) and [ro04.pald\\_publication@csc.gov.ph](mailto:ro04.pald_publication@csc.gov.ph), as per Section 25, Rule VII of the Omnibus Rules on Appointment and Other Human Resource Action (Revised July 2018).

Very truly yours,

**ENONE L. FAULVE**

Director for Administrative Services

*Nurturing Tomorrow's Noblest*

URS Angono  
URS Antipolo  
URS Binangonan

Tel. 8539-9930 to 31  
Tel. 8539-9932 to 34  
Tel. 8539-9935 to 37

URS Cainta  
URS Cardona  
URS Morong

Tel. 8539-9938 to 39  
Tel. 8539-9940 to 41  
Tel. 8539-9950 to 56

URS Pillila  
URS Rodriguez  
URS Taytay

Tel. 8539-9942 to 44  
Tel. 8539-9945 to 47  
Tel. 8539-9948 to 49

Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
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 UNIVERSITY OF RIZAL SYSTEM in the CSC website:

  
**JERWIN V. PATANGUI**  
HRMO

Date: June 10, 2024

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	Accountant III	URSB-A3-2-2002	19	51357.00	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic	Accounting Unit, URS Tanay
2	Accountant II	URSB-A2-1-2023	16	39672.00	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic	Accounting Unit, URS Morong
3	Accountant II	URSB-A2-2-2023	16	39672.00	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	CC1-Professionalism – Intermediate CC2-Delivering Service Excellence – Intermediate CC3-Achievement Orientation Management – Intermediate CC4-Interpersonal Relationship Management – Intermediate FC1-Administrative Services Management – Intermediate FC2-Documents and Records Management – Intermediate FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC9-Planning and Delivering – Intermediate LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic	Accounting Unit, URS Antipolo
4	Accountant I	URSB-A1-34-2016	12	29165.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None Required	None Required	RA 1080	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC2-Documents and Records Management – Basic FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Accounting Unit, URS Tanay

**IMPORTANT NOTE:** Interested and qualified applicants are advised to view the job description/specification of the position through [www.urs.edu.ph](http://www.urs.edu.ph) before signifying their interest in writing. Attach the following documents to the application letter addressed to the **University President, Dr. Nancy T. Pascual**, and submit to the University Human Resource Management Office, URS Morong Campus, Morong, Rizal, not later than June 20, 2024.

1. Fully accomplished under oath Personal Data Sheet (CS Form 212, Revised 2017) with recent passport-sized photo (3.5cm x 4.5cm) and required Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of Transcript of Records;
3. Performance ratings in the last two (2) rating periods or equivalent (if applicable)
4. Photocopy of Training Certificates;
5. Proof of Eligibility/License;
6. Certificate of Attendance from January to December 2023 issued by the respective HRMO (if applicable)

The Merit Selection Plan of the University stated that there shall be no discrimination in the selection or promotion of applicants on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation.

Note: Only those with complete requirements, with notarized PDS or signed by the Administering Officer, and met all the required qualification standards will be considered.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application, application send through e-mail must be properly scanned with authentication:

**JERWIN V. PATANGUI**

University HRMO

Ground Floor, ISR Building, URS Morong, Tel No. 8539-9950 Local 124

[careers@urs.edu.ph](mailto:careers@urs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.