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



Management
System
ISO 9001:2015
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Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

June 18, 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 and 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

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Request for Publication of Vacant Positions

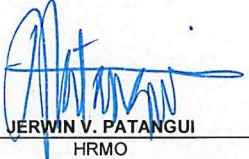
RO4-RZL-APPT:

CSCFO-RIZAL

RECEIVED
JUN 18 2024

Name: Jenna L
Position: _____
Date: _____

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


JERWIN V. PATANGUI
HRMO

June 18, 2024

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:

| 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 | Information Officer III | URSB-INFO3-38-2022 | 18 | 46725.00 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | Career Service Professional/ Second Level Eligibility | 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 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 | Information Unit, URS Tanay |
| 2 | Legal Assistant III | URSB-LEA3-17-2022 | 14 | 33843.00 | BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses | 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure | 1 year experience in legal work such as preparation of pleadings, legal opinions, memoranda or legal research | Career Service Professional/ Second Level Eligibility | 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 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 | Legal Unit, URS Tanay |
| 3 | Legal Assistant II | URSB-LEA2-9-2022 | 12 | 29165.00 | BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses | 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure | None required | Career Service (Professional) / Second Level Eligibility | 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic | Legal Unit, URS Tanay |
| 4 | Registrar I | URSB-R1-1-2002 | 11 | 27000.00 | Bachelor's degree | None Required | None Required | Career Service Professional/ Second Level Eligibility | 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic | Registrar Unit, URS Taytay |

| | | | | | | | | | | |
|----|---|--------------------|----|----------|--|------------------------------|-------------------------------|---|--|--|
| 5 | Administrative Officer I (Cashier I) | URSB-ADOF1-15-2004 | 10 | 23176.00 | Bachelor's degree | None Required | None Required | Career Service Professional/ Second Level Eligibility | 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 | Cash Unit, URS Tanay |
| 6 | Administrative Officer I (Records Officer I) | URSB-ADOF1-2-2012 | 10 | 23176.00 | Bachelor's degree | None Required | None Required | Career Service Professional/ Second Level Eligibility | 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic | Records Unit, URS Tanay |
| 7 | Administrative Assistant III (Senior Bookkeeper) | URSB-ADAS3-50-2022 | 9 | 21211.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Subprofessional/ First Level Eligibility | 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 |
| 8 | Administrative Assistant II (Budgeting Assistant) | URSB-ADAS2-46-2022 | 8 | 19744.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Subprofessional/ First Level Eligibility | 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 | Budget Unit, URS Tanay |
| 9 | Administrative Assistant II (Budgeting Assistant) | URSB-ADAS2-44-2016 | 8 | 19744.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Subprofessional/ First Level Eligibility | 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 | Budget Unit, URS Tanay |
| 10 | Administrative Assistant II (Budgeting Assistant) | URSB-ADAS2-45-2016 | 8 | 19744.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Subprofessional/ First Level Eligibility | 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 | Budget Unit, URS Antipolo |
| 11 | Administrative Assistant II (Property Custodian) | URSB-ADAS2-18-2004 | 8 | 19744.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service Subprofessional/ First Level Eligibility | 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic FC10- Supply & Property Management - Basic | Supply and Property Management Unit, URS Antipolo |

| | | | | | | | | | | |
|----|---------------------------------------|-------------------|---|----------|--|---------------|---------------|--|--|---|
| 12 | Administrative Aide VI (Clerk III) | URSB-ADA6-4-2022 | 6 | 17553.00 | Completion of two years studies in college | None Required | None Required | Career Service Sub professional/ First Level Eligibility | 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 | Information and Communication Technology Unit, URS Tanay |
| 13 | Administrative Aide VI (Clerk III) | URSB-ADA6-6-2022 | 6 | 17553.00 | Completion of two years studies in college | None Required | None Required | Career Service Sub professional/ First Level Eligibility | 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 | Internal Audit Unit, URS Tanay |
| 14 | Administrative Aide VI (Clerk III) | URSB-ADA6-18-2022 | 6 | 17553.00 | Completion of two years studies in college | None Required | None Required | Career Service Sub professional/ First Level Eligibility | 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic FC10- Supply & Property Management - Basic | Procurement Unit, URS Tanay |
| 15 | Administrative Aide VI (Clerk III) | URSB-ADA6-23-2022 | 6 | 17553.00 | Completion of two years studies in college | None Required | None Required | Career Service Sub professional/ First Level Eligibility | 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 | Budget 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 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 28, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.