



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



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
 Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

Office of the Director for Administrative Services
 Tel. No. (02) 8539-9950 to 9956 loc. 112 Email Address: diras@urs.edu.ph

January 8, 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.it@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,

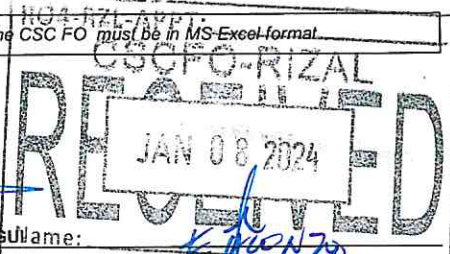

ENONE L. FAULVE
 Director, Administrative Services

Nurturing Tomorrow's Noblest

URS Angono	Tel. 8539-9930 to 31	URS Cainta	Tel. 8539-9938 to 39	URS Pillila	Tel. 8539-9942 to 44
URS Antipolo	Tel. 8539-9932 to 34	URS Cardona	Tel. 8539-9940 to 41	URS Rodriguez	Tel. 8539-9945 to 47
URS Binangonan	Tel. 8539-9935 to 37	URS Morong	Tel. 8539-9950 to 56	URS Taytay	Tel. 8539-9948 to 49

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

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



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 name:
HRMO

Position:
January 8, 2024

Date:

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	Administrative Officer V (Supply Officer III)	URSB-ADOF5-33-2022	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 FC10-Supply & Property Management - Intermediate LC1-Thinking Strategically and Creatively – Basic LC2-Creating and Nurturing a High Performance Organization – Basic LC3-Building Collaborative and Inclusive Working Relationships – Basic	Supply and Property Management 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	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

5	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
6	Administrative Assistant II (Human Resource Management Assistant)	URSB-ADAS2-44-2022	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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic FC7-Human Resource Management - Basic	Human Resource Management Unit, URS Tanay
7	Administrative Assistant II (Property Custodian)	URSB-ADAS2-45-2022	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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic FC10-Supply & Property Management - Basic	Supply and Property Management 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 (Property Custodian)	URSB-ADAS2-48-2022	8	19744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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	Supply and Property Management Unit, URS Morong
10	Administrative Assistant I (Secretary I)	URSB-ADAS1-37-2022	7	18620.00	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 Morong
11	Administrative Assistant I (Secretary I)	URSB-ADAS1-38-2022	7	18620.00	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 Antipolo

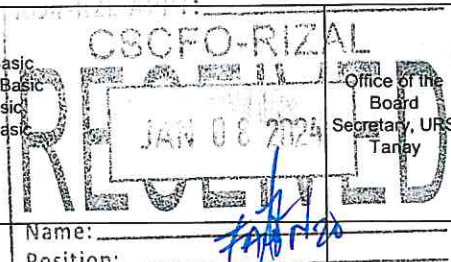
CSCFO-RIZAL

RECEIVED

JAN 08 2024

Name: FRANCIS

Position: _____

12	Administrative Aide VI (Clerk III)	URSB-ADA6-2-2022	6	17553.00	Completion of two years studies in college	None required	None required	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	 Name: _____ Position: _____	Office of the Board Secretary, URS Tanay
13	Administrative Aide VI (Clerk III)	URSB-ADA6-3-2022	6	17553.00	Completion of two years studies in college	None required	None required	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		Office of the Board Secretary, URS Tanay
14	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
15	Administrative Aide VI (Clerk III)	URSB-ADA6-7-2022	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		Legal Unit, URS Tanay
16	Administrative Aide VI (Clerk III)	URSB-ADA6-9-2022	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		Project Management Unit, URS Tanay
17	Administrative Aide VI (Clerk III)	URSB-ADA6-10-2022	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		Quality Assurance Office, URS Tanay
18	Administrative Aide VI (Clerk III)	URSB-ADA6-11-2022	6	17553.00	Completion of two years studies in college	None required	None required	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		Office of the Vice-President for Administration and Finance, URS Tanay

19	Administrative Aide VI (Clerk III)	URSB-ADA6-14-2022	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 FC8-General Services – Basic	RO4-RZL-APPT: CSCFO-RIZAL RECEIVED JAN 08 2024	General Services Unit, URS Tanay
20	Administrative Aide VI (Clerk III)	URSB-ADA6-16-2022	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 FC7-Human Resource Management – Basic	Name: <i>FADN</i> Position:	Human Resource Management Unit, URS Tanay
21	Administrative Aide VI (Clerk III)	URSB-ADA6-17-2022	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
22	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
23	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
24	Administrative Aide VI (Clerk III)	URSB-ADA6-25-2022	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		Cash Unit, URS Morong
25	Administrative Aide VI (Clerk III)	URSB-ADA6-26-2022	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 FC7-Human Resource Management – Basic		Human Resource Management Unit, URS Morong

26	Administrative Aide VI (Clerk III)	URSB-ADA6-29-2022	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 Morong
27	Administrative Aide VI (Clerk III)	URSB-ADA6-33-2022	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	Records Unit, URS Antipolo
28	Administrative Aide VI (Clerk III)	URSB-ADA6-34-2022	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	Accounting Unit, URS Antipolo
29	Administrative Aide VI (Clerk III)	URSB-ADA6-35-2022	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 Antipolo

RO4-RZL-APPT: _____
CSCFO-RIZAL
 RECORDED
 JAN 08 2024
 Name: _____
 Position: _____

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 January 26, 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.