


Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
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 University of Rizal System:


JERWIN V. PATANGUI
HRMO

Date: January 6, 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	Chief Administrative Officer (Administrative Officer V)	URSB-CADOF-1-2004	24	98185.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management 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 – Advanced FC2-Documents and Records Management – Advanced FC3-Financial Management - Advanced FC4-Computer Skills – Advanced FC5-Communication Skills – Advanced FC7-Human Resource Management - Advanced FC8-General Services Management - Advanced FC9-Planning and Delivering – Advanced FC10-Supply and Property Management - Advanced FC11-Project Management - Advanced LC1-Thinking Strategically and Creatively – Intermediate LC2-Creating and Nurturing a High Performance Organization – Intermediate LC3-Building Collaborative and Inclusive Working Relationships – Intermediate	Administrative Division
2	Chief Administrative Officer (Financial and Management Officer II)	URSB-CADOF-3-2004	24	98185.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management 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 – Advanced FC2-Documents and Records Management – Advanced FC3-Financial Management-Advanced FC4-Computer Skills – Advanced FC5-Communication Skills – Advanced FC9-Planning and Delivering – Advanced FC11-Project Management - Advanced LC1-Thinking Strategically and Creatively – Intermediate LC2-Creating and Nurturing a High Performance Organization – Intermediate LC3-Building Collaborative and Inclusive Working Relationships – Intermediate	Finance Division

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 January 16, 2026.

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 2 rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license;
4. Hard copy or electronic copy of Transcript of Records;
5. Hard copy or electronic copy of Training Certificates; and
6. Hard copy or electronic copy of Certificate of Attendance from January to December 2025 issued by the respective HRMO (if applicable)

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 through an application letter addressed to Dr. Nancy T. Pascual, University President.

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:

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.