



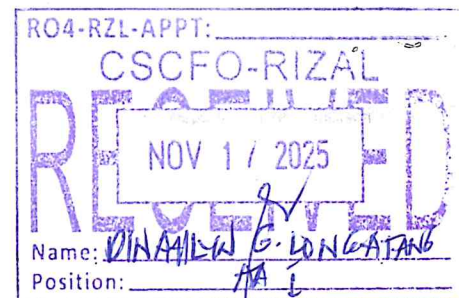
Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

November 17, 2025

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,

JERWIN V. PATANGUI
University HRMO

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

RC4-RZL-APPT: _____
Electronic copy to be submitted to the CSC FO must be in MS Excel format

RECEIVED
NOV 17 2025
Name: DINAHEN B. LONGTANG
Position: AS

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: November 17, 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	Chief Administrative Officer (Administrative Officer V)	URSB-CADOF-1-2004	24	98185.00	Master's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	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	24 hours of training in management and supervision	4 years in position/s involving management and supervision	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
3	Attorney IV	URSB-ATY4-43-2022	23	87315.00	Bachelor of Laws	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 – Advanced FC2-Documents and Records Management – Advanced FC4-Computer Skills – Advanced FC5-Communication Skills – Advanced FC9-Planning and Delivering – Advanced LC1-Thinking Strategically and Creatively – Intermediate LC2-Creating and Nurturing a High Performance Organization – Intermediate LC3-Building Collaborative and Inclusive Working Relationships – Intermediate	Legal Unit

4	Supervising Administrative Officer (Administrative Officer IV)	URSB-SADOF-41-2022	22	78162.00	Bachelor's Degree	16 hours of relevant training	3 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 – 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 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
5	Accountant III	URSB-A3-2-2002	19	56390.00	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
6	Administrative Officer V (Administrative Officer III)	URSB-ADOF5-13-2004	18	51304.00	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 FC3-Financial Management - Intermediate FC4-Computer Skills – Intermediate FC5-Communication Skills – Intermediate FC8-General Services Management - 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	Office of the Campus Director
7	Administrative Officer V (Administrative Officer III)	URSB-ADOF5-12-2004	18	51304.00	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 and 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	Procurement Unit

8	Administrative Officer V (Administrative Officer III)	URSB-ADOF5-8-2004	18	51304.00	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 FC8-General Services Management - 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	General Services Unit
9	Administrative Officer V (Human Resource Management Officer III)	URSB-ADOF5-10-2004	18	51304.00	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 FC7- Human Resource Management - 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	Human Resource Management Unit
10	Planning Officer III	URSB-PLO3-36-2022	18	51304.00	Bachelor's degree relevant to the job	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	Planning Unit
11	Information Officer III	URSB-INFO3-38-2022	18	51304.00	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
12	Accountant II	URSB-A2-2-2023	16	43560.00	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

13	Information Officer II	URSB-INFO2-30-2022	15	40208.00	Bachelor's Degree	4 hours of relevant training	1 year 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
14	Administrative Officer III (Supply Officer II)	URSB-ADOF3-12-2022	14	37024.00	Bachelor's Degree	4 hours of relevant training	1 year 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 FC8-General Services Management – 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	General Services Unit
15	Legal Assistant III	URSB-LEA3-17-2022	14	37024.00	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
16	Legal Assistant II	URSB-LEA2-9-2022	12	32245.00	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
17	Administrative Officer I (Records Officer I)	URSB-ADOF1-1-2012	10	25586.00	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
18	Administrative Officer I (Records Officer I)	URSB-ADOF1-42-2016	10	25586.00	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

19	Administrative Officer I (Supply Officer I)	URSB-ADOF1-14-2004	10	25586.00	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 FC10- Supply & Property Management - Basic	Supply and Property Management Unit
20	Administrative Assistant III (Senior Bookkeeper)	URSB-ADAS3-16-2004	9	23226.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
21	Administrative Assistant II (Property Custodian)	URSB-ADAS2-18-2004	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
22	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-46-2022	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
23	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-45-2016	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
24	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-20-2004	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
25	Administrative Assistant II (Disbursing Officer II)	URSB-ADAS2-39-2022	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	Cash Unit

26	Administrative Assistant II (Disbursing Officer II)	URSB-ADAS2-19-2004	8	21448.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	Cash Unit
27	Administrative Aide VI (Clerk III)	URSB-ADA6-21-2004	6	18957.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
28	Administrative Aide VI (Clerk III)	URSB-ADA6-22-2004	6	18957.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
29	Administrative Aide VI (Clerk III)	URSB-ADA6-34-2022	6	18957.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
30	Administrative Aide VI (Clerk III)	URSB-ADA6-17-2022	6	18957.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
31	Administrative Aide III (Clerk I)	URSB-ADA3-48-2004	3	15852.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	General Services Unit, Rodriguez Campus
32	Farm Worker I	URSB-FAWK1-4-2002	2	14925.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic	Production Unit

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 November 27, 2025.

- 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 2024 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.