


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
HRMO

Date: September 25, 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	Administrative Officer I (Cashier I)	URSB-ADOF1-36-2016	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 FC3-Financial Management – Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Cash Unit
2	Administrative Aide VI (Clerk III)	URSB-ADA6-27-2022	6	18957.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Records Unit
3	Administrative Aide VI (Clerk III)	URSB-ADA6-35-2022	6	18957.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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
4	Administrative Aide IV (Clerk II)	URSB-ADA4-62-2012	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit
5	Administrative Aide IV (Clerk II)	URSB-ADA4-31-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit
6	Administrative Aide IV (Clerk II)	URSB-ADA4-33-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit

7	Administrative Aide IV (Clerk II)	URSB-ADA4-34-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit
8	Administrative Aide IV (Clerk II)	URSB-ADA4-35-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit
9	Administrative Aide IV (Clerk II)	URSB-ADA4-37-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Human Resource Management Unit
10	Administrative Aide IV (Clerk II)	URSB-ADA4-27-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Supply and Property Management Unit
11	Administrative Aide IV (Clerk II)	URSB-ADA4-32-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Supply and Property Management Unit
12	Administrative Aide IV (Clerk II)	URSB-ADA4-36-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Supply and Property Management Unit
13	Administrative Aide IV (Clerk II)	URSB-ADA4-40-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	Supply and Property Management Unit
14	Administrative Aide IV (Clerk II)	URSB-ADA4-29-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic	General Services Unit

15	Administrative Aide IV (Clerk II)	URSB-ADA4-41-2004	4	16833.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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 FC4-Computer Skills – Basic FC5-Communication Skills – Basic	General Services Unit
16	Farm Worker II	URSB-FAWK2-2-2002	4	16833.00	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
17	Administrative Aide III (Clerk I)	URSB-ADA3-48-2004	3	15852.00	Completion of two years of college (prior to 2018), or Completion of Grade 12 / Senior High School (starting 2016)	None Required	None required	Relevant MC 11, s. 1996 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	General Services Unit
18	Farm Worker I	URSB-FAWK1-3-2002	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
19	Farm Worker I	URSB-FAWK1-11-2002	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
20	Farm Worker I	URSB-FAWK1-13-2002	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
21	Farm Worker I	URSB-FAWK1-18-2002	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 October 06, 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.