

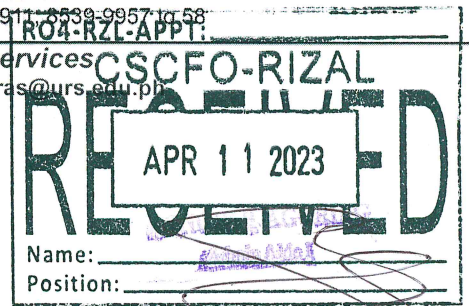


Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Province of Rizal  
www.urs.edu.ph



Email Address: [ursmain@urs.edu.ph](mailto:ursmain@urs.edu.ph) / [urs.opmorong@gmail.com](mailto: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](mailto:diras@urs.edu.ph)



April 11, 2023

**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](mailto:cscforizal.publication@gmail.com) and [cscro4.itunit@gmail.com](mailto:cscro4.itunit@gmail.com), as per Section 25, Rule VII of the Omnibus Rules on Appointment and Other Human Resource Action (Revised July 2018).

Very truly yours,

**NELSON S. GONZALES, Ed. D.**  
Director for Administrative Services

*Nurturing Tomorrow's Noblest*

URS Angono Tel. 8539-9930 to 31  
URS Antipolo Tel. 8539-9932 to 34  
URS Binangonan Tel. 8539-9935 to 37

URS Cainta  
URS Cardona  
URS Morong

Tel. 8539-9938 to 39  
Tel. 8539-9940 to 41  
Tel. 8539-9950 to 56

URS Pillila  
URS Rodriguez  
URS Taytay

Tel. 8539-9942 to 44  
Tel. 8539-9945 to 47  
Tel. 8539-9948 to 49

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

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:

RO4-RZL-APPT-  
CSCFO-RIZAL  
RECEIVED  
APR 11 2023

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

ENONE L. FAUNTE  
HRMO  
Name: ENONE L. FAUNTE  
Position: Admin Aide  
Date: April 11, 2023

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 IV (Administrative Officer II)	URSB-ADOF4-19-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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	Quality Assurance Office, URS Tanay
2	Administrative Officer IV (Administrative Officer II)	URSB-ADOF4-20-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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, URS Tanay
3	Administrative Officer IV (Human Resource Management Officer II)	URSB-ADOF4-21-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 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, URS Tanay
4	Administrative Officer IV (Human Resource Management Officer II)	URSB-ADOF4-23-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 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, URS Morong



5	Administrative Officer IV (Human Resource Management Officer II)	URSB-ADOF4-25-2022	15	36619.00	Bachelor's degree	4 hours of relevant training	1 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, URS Antipolo
6	Administrative Officer IV (Budget Officer II)	URSB-ADOF4-22-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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 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	Budget Unit, URS Tanay
7	Administrative Officer IV (Budget Officer II)	URSB-ADOF4-24-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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 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	Budget Unit, URS Morong
8	Administrative Officer IV (Budget Officer II)	URSB-ADOF4-26-2022	15	36619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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 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	Budget Unit, URS Antipolo
9	Administrative Officer III (Cashier II)	URSB-ADOF3-11-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 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 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	Cash Unit, URS Tanay

10	Administrative Officer III (Cashier II)	URSB-ADOF3-30-2016	14	33843.00	Bachelor's degree	4 hours of relevant training	1 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 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	Cash Unit, URS Antipolo
11	Administrative Officer III	URSB-ADOF3-12-2022	14	33843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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, URS Tanay
12	Administrative Officer III	URSB-ADOF3-13-2022	14	33843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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, URS Tanay
13	Administrative Officer III	URSB-ADOF3-16-2022	14	33843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 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, URS Morong
14	Administrative Officer III (Records Officer II)	URSB-ADOF3-14-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 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	Records Unit, URS Tanay



15	Administrative Officer III (Supply Officer II)	URSB-ADOF3-15-2022	14	33843.00	Bachelor's degree	4 hours of relevant training	1 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	Supply and Property Management Unit, URS Tanay
16	Administrative Assistant III (Secretary II)	URSB-ADAS3-37-2016	9	21211.00	Completion of 2-year 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	Office of the President, URS Tanay
17	Administrative Assistant III (Secretary II)	URSB-ADAS3-38-2016	9	21211.00	Completion of 2-year 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	Office of the Board Secretary, URS Tanay
18	Administrative Assistant III (Secretary II)	URSB-ADAS3-49-2022	9	21211.00	Completion of 2-year 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	Office of the Vice-President for Administration and Finance, URS Tanay
19	Administrative Aide VI (Clerk III)	URSB-ADA6-2-2022	6	17553.00	Completion of 2-year 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
20	Administrative Aide VI (Clerk III)	URSB-ADA6-3-2022	6	17553.00	Completion of 2-year 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
21	Administrative Aide VI (Clerk III)	URSB-ADA6-11-2022	6	17553.00	Completion of 2-year 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



**Instructions/Remarks:** 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.

Interested and qualified applicants are advised to signify 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 April 21, 2023.

- 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](http://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. Authenticated copy of Certificate of Eligibility/License;
- 6. Certificate of Attendance from January to December 2022 issued by the respective HRMO (if applicable)

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:

ENONE L. FAULVE

University HRMO

Ground Floor, ISR Building, URS Morong, Tel No. 8571-5164

careers@urs.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.