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**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)

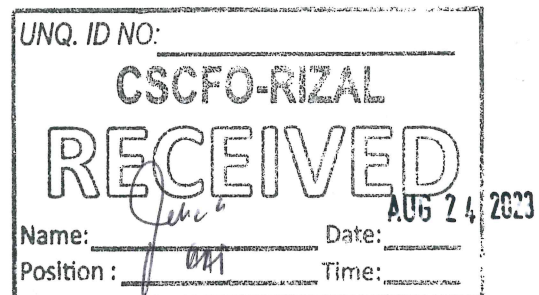
August 23, 2023

**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 [ro04.it@csc.gov.ph](mailto: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,

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

*Nurturing Tomorrow's Noblest*

URS Angono  
URS Antipolo  
URS Binangonan

Tel. 8539-9930 to 31  
Tel. 8539-9932 to 34  
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

UNQ. ID NO:

CSCFO-RIZAL

RECEIVED

Name: Jenel Date: AUG 24 2023

Position: HRM Time: ENONE L. FAULVE  
HRMO

Date: August 24, 2023

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:

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	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
2	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
3	Accountant II	URSB-A2-31-2022	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 Tanay
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	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
6	Project Development Officer I	URSB-PDO1-62-2022	11	27000.00	Bachelor's degree relevant to the job	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 FC11-Project Management - Basic		Project Management Unit, URS Tanay
7	Administrative Assistant III (Senior Bookkeeper)	URSB-ADAS3-51-2022	9	21211.00	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 FC3-Financial Management – Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic		Accounting Unit, URS Tanay
8	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
9	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
10	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
11	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

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	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-ADA6-11-2022	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
15	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
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-ADA6-13-2022	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 Tanay

UNQ. ID NO: \_\_\_\_\_

**CSCFO-RIZAL**

**RECEIVED**

Name: June Date: AUG 24 2023

Position: ADM Time: \_\_\_\_\_

Office of the Board Secretary, 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	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	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

**IMPORTANT NOTE:** Interested and qualified applicants are advised to view the job description/specification of the position through [www.urs.edu.ph](http://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 September 4, 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. Proof of Eligibility/License;
- 6. Certificate of Attendance from January to December 2022 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:

**ENONE L. FAULVE**  
\_\_\_\_\_  
University HRMO  
\_\_\_\_\_  
Ground Floor, ISR Building, URS Morong, Tel No. 8539-9950 Local 124  
\_\_\_\_\_  
[careers@urs.edu.ph](mailto:careers@urs.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.