



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



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

University Human Resource Management Office
Tel. No. (02) 8539-9950 to 9956 loc. 124 Email Address: univhrmo@urs.edu.ph

June 20, 2023

DIR. NANCY B. ASILO

Director II
Civil Service Commission – Field Office Rizal
Cainta, Rizal



Dear **DIR. ASILO**:

Greetings!

I have the honor to request for the publication in the Civil Service Commission Field Office Rizal 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.it@csc.gov.ph, as per Section 25, Rule VII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended.

Thank you very much.

Very truly yours,


ENONE L. FAULVE
University HRMO

Nurturing Tomorrow's Noblest

URS Angono	Tel. 8539-9930 to 31	URS Cainta	Tel. 8539-9938 to 39	URS Pillila	Tel. 8539-9942 to 44
URS Antipolo	Tel. 8539-9932 to 34	URS Cardona	Tel. 8539-9940 to 41	URS Rodriguez	Tel. 8539-9945 to 47
URS Binangonan	Tel. 8539-9935 to 37	URS Morong	Tel. 8539-9950 to 56	URS Taytay	Tel. 8539-9948 to 49

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

Electronic copy to be submitted to the CSC for posting in the CSC website.



ENONE L. FAJAVE
HRMO

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:

Date: 06/20/2023

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 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 Service Unit, URS Tanay
2	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
3	Administrative Officer II	URSB-ADOF2-52-2022	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	Quality Assurance Office, URS Tanay
4	Administrative Officer II	URSB-ADOF2-53-2022	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	Quality Assurance Office, URS Tanay

5	Administrative Officer II (Human Resource Management Officer I)	URSB-ADOF2-54-2022	11	27000.00	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 FC7-Human Resource Management - Basic	Human Resource Management Unit, URS Tanay
6	Administrative Officer II (Human Resource Management Officer I)	URSB-ADOF2-55-2022	11	27000.00	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 FC7-Human Resource Management - Basic	Human Resource Management Unit, URS Tanay
7	Administrative Officer II (Accounting Analyst)	URSB-ADOF2-56-2022	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 FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Accounting Unit, URS Tanay
8	Administrative Officer II (Accounting Analyst)	URSB-ADOF2-57-2022	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 FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Accounting Unit, URS Tanay
9	Administrative Officer II (Budget Officer I)	URSB-ADOF2-58-2022	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 FC3-Financial Management - Basic FC4-Computer Skills – Basic FC5-Communication Skills – Basic	Budget Unit, URS Tanay
10	Administrative Assistant III (Senior Bookkeeper)	URSB-ADAS3-50-2022	9	21129.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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

11	Administrative Assistant III (Senior Bookkeeper)	URSB-ADAS3-51-2022	9	21129.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
12	Administrative Assistant II (Property Custodian)	URSB-ADAS2-17-2004	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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	Supply and Property Management Unit, URS Tanay
13	Administrative Assistant II (Property Custodian)	URSB-ADAS2-45-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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	Supply and Property Management Unit, URS Tanay
14	Administrative Assistant II (Disbursing Officer II)	URSB-ADAS2-39-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
15	Administrative Assistant II (Disbursing Officer II)	URSB-ADAS2-40-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
16	Administrative Assistant II	URSB-ADAS2-41-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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 Management	General Services Unit, URS Tanay

17	Administrative Assistant II	URSB-ADAS2-42-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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 Management	General Services Unit, URS Tanay
18	Administrative Assistant II (Human Resource Management Assistant)	URSB-ADAS2-43-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
19	Administrative Assistant II (Human Resource Management Assistant)	URSB-ADAS2-44-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
20	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-46-2022	8	19744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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
21	Administrative Assistant I	URSB-ADAS1-36-2022	7	18620.00	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-ADA6-2-2022	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	Office of the Board Secretary, URS Tanay

23	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 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	Office of the Board Secretary, URS Tanay
24	Administrative Aide VI (Clerk III)	URSB-ADA6-4-2022	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	Information and Communication Technology Unit, URS Tanay
25	Administrative Aide VI (Clerk III)	URSB-ADA6-5-2022	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	Information Unit, URS Tanay
26	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
27	Administrative Aide VI (Clerk III)	URSB-ADA6-8-2022	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	Planning Unit, URS Tanay
28	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

29	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
30	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 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	Office of the Vice President for Administration and Finance
31	Administrative Aide VI (Clerk III)	URSB-ADA6-12-2022	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
32	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
33	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
4	Administrative Aide VI (Clerk III)	URSB-ADA6-15-2022	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

35	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
36	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
37	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
38	Administrative Aide VI (Clerk III)	URSB-ADA6-19-2022	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	Records Unit, URS Tanay
39	Administrative Aide VI (Clerk III)	URSB-ADA6-20-2022	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	Records Unit, URS Tanay
40	Administrative Aide VI (Clerk III)	URSB-ADA6-21-2022	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	Supply and Property Management Unit, URS Tanay

41	Administrative Aide VI (Clerk III)	URSB-ADA6-22-2022	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	Supply and Property Management Unit, URS Tanay
42	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 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 June 30, 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;
2. Photocopy of Transcript of Records;
3. Performance ratings in the last two (2) rating period 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)

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/email their application to:

ENONE L. FAULVE

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.

