



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



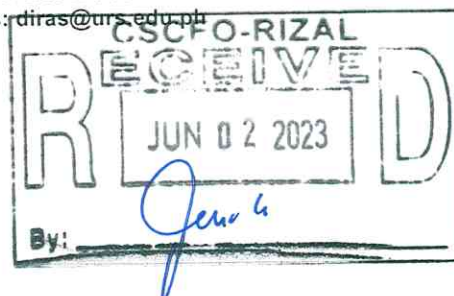
Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

Office of the Director for Administrative Services
Tel. No. (02) 8539-9950 to 9956 loc. 112 Email Address: diras@urs.edu.ph

June 2, 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 and 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
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

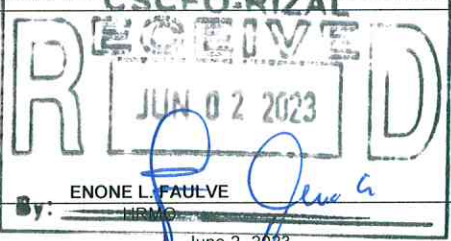
Tel. 8539-9938 to 39
Tel. 8539-9940 to 41
Tel. 8539-9950 to 56

URS Piliila
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

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



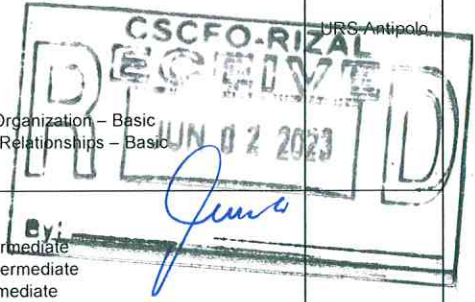
To: CIVIL SERVICE COMMISSION (CSC)

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:

Date: June 2, 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	Attorney IV	URSB-ATY4-43-2022	23	80003.00	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	URS Tanay
2	Planning Officer III	URSB-PLO3-36-2022	18	46725.00	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	URS Tanay
3	Information Officer III	URSB-INFO3-38-2022	18	46725.00	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	URS Tanay
4	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	URS Tanay

5	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	URS Antipolo
6	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	URS Tanay
7	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	URS Tanay
8	Project Development Officer I	URSB-PDO1-61-2022	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	URS Tanay
9	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	URS Tanay



10	Internal Auditor I	URSB-IAUD1-4-2022	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	URS Tanay
11	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	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 13, 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 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)

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

