

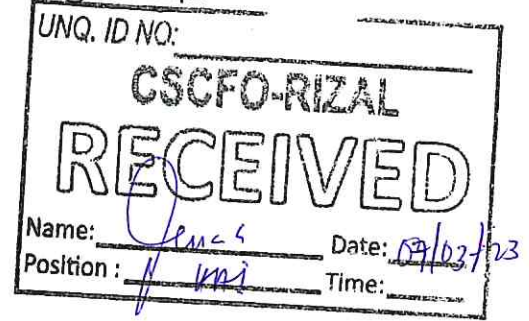


Email Address: urmain@urs.edu.ph / urs.opmorong@gmail.com
 Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

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

July 03, 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 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

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

UNQ. ID NO.:	
CSCFO-RIZAL	
RECEIVED	
Name: <u>Enone L. Faulve</u>	Date: <u>July 3, 2023</u>
Position:	Time:

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	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	Planning Unit, URS Tanay
2	Administrative Officer II (Human Resource Management Officer I)	URSB-ADOF2-60-2022	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 Antipolo
3	Administrative Assistant II (Property Custodian)	URSB-ADAS2-18-2004	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 Antipolo
4	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-45-2016	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 Antipolo
5	Administrative Assistant I	URSB-ADAS1-38-2022	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 Antipolo

6	Administrative Aide VI (Clerk III)	URSB-ADA6-30-2022	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	UNQ. ID NO: CSCFO-RIZAL RECEIVED Name: <u>Jenelle</u> Date: <u>07-03-23</u> Position: <u>AWL</u> Time: _____	Office of the Director, URS Antipolo
7	Administrative Aide VI (Clerk III)	URSB-ADA6-31-2022	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 Antipolo
8	Administrative Aide VI (Clerk III)	URSB-ADA6-32-2022	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 Antipolo
9	Administrative Aide VI (Clerk III)	URSB-ADA6-33-2022	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 Antipolo
10	Administrative Aide VI (Clerk III)	URSB-ADA6-34-2022	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		Accounting Unit, URS Antipolo
11	Administrative Aide VI (Clerk III)	URSB-ADA6-35-2022	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 Antipolo

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 July 14, 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.

UNQ. ID NO: _____
CSCFO-RIZAL
RECEIVED
Name: Ornel Date: 07-03-23
Position: HRMO Time: _____