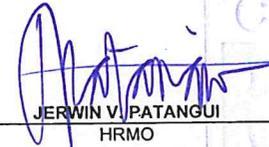


Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the University of Rizal System:

  
JERWIN V. PATANGUI  
HRMO

104-RZL-APPT:  
**CSCFO-RIZAL**  
30 MAR 2026  
GRANDOR LEGACION  
ADMINISTRATIVE AIDE IV

Date: March 30, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency / Area of Specialization / Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Supervising Administrative Officer (Financial and Management Officer I)	URSB-SADOF-42-2022	22	81796.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 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 – Advanced FC2-Documents and Records Management – Advanced FC3-Financial Management - Advanced FC4-Computer Skills – Advanced FC5-Communication Skills – Advanced FC9-Planning and Delivering – Advanced FC10-Supply and Property Management - Advanced LC1-Thinking Strategically and Creatively – Intermediate LC2-Creating and Nurturing a High Performance Organization – Intermediate LC3-Building Collaborative and Inclusive Working Relationships – Intermediate	Finance Division
2	Project Development Officer III	URSB-PDO3-35-2022	18	53818.00	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 FC11-Project 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	Project Management Unit
3	Registrar III	URSB-R3-1-2002	18	53818.00	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	Registrar Unit, Morong Campus

4	Registrar III	URSB-R3-2-2002	18	53818.00	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	Registrar Unit, Tanay Campus
5	Administrative Officer V (Administrative Officer III)	URSB-ADOF5-9-2004	18	53818.00	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	Office of the Campus Director, Morong Campus
6	Accountant II	URSB-A2-31-2022	16	45694.00	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
7	Administrative Officer IV (Human Resource Management Officer II)	URSB-ADOF4-21-2022	15	42178.00	Bachelor's Degree	4 hours of relevant training	1 year 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
8	Administrative Officer IV (Administrative Officer II)	URSB-ADOF4-20-2022	15	42178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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

9	Planning Officer II	URSB-PLO2-28-2022	15	42178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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
10	Administrative Officer III (Supply Officer II)	URSB-ADOF3-16-2022	14	38764.00	Bachelor's Degree	4 hours of relevant training	1 year 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
11	Legal Assistant II	URSB-LEA2-9-2022	12	33947.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	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	Legal Unit
12	Information Officer I	URSB-INFO1-5-2022	11	31705.00	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	Information Unit
13	Administrative Assistant III (Senior Bookkeeper)	URSB-ADAS3-51-2022	9	24329.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	Accounting Unit
14	Administrative Assistant II (Budgeting Assistant)	URSB-ADAS2-46-2022	8	22423.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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

15	Administrative Aide VI (Clerk III)	URSB-ADA6-22-2004	6	19716.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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
16	Administrative Aide IV (Clerk II)	URSB-ADA4-36-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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, Angono Campus
17	Administrative Aide IV (Clerk II)	URSB-ADA4-25-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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, Cardona Campus
18	Administrative Aide IV (Clerk II)	URSB-ADA4-40-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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, Taytay Campus
19	Administrative Aide IV (Clerk II)	URSB-ADA4-24-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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, Tanay Campus
20	Administrative Aide IV (Clerk II)	URSB-ADA4-37-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	International Development & Special Programs
21	Administrative Aide IV (Clerk II)	URSB-ADA4-41-2004	4	17506.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	Office of the Campus Director, Antipolo Campus

22	Farm Worker II	URSB-FAWK2-3-2002	4	17506.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic	Production Unit
23	Administrative Aide III (Clerk I)	URSB-ADA3-48-2004	3	16486.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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 Management - Basic	General Services Unit, Rodriguez Campus
24	Administrative Aide III (Clerk I)	URSB-ADA3-55-2004	3	16486.00	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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 Management - Basic	General Services Unit, Tanay Campus
25	Farm Worker I	URSB-FAWK1-2-2002	2	15522.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic	Production Unit
26	Farm Worker I	URSB-FAWK1-15-2002	2	15522.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	CC1-Professionalism – Basic CC2-Delivering Service Excellence – Basic CC3-Achievement Orientation Management – Basic CC4-Interpersonal Relationship Management – Basic FC1-Administrative Services Management – Basic FC5-Communication Skills – Basic	Production Unit

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than April 13, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last 2 rating period (if applicable);
3. Hard copy or electronic copy of Proof of eligibility/rating/license;
4. Hard copy or electronic copy of Transcript of Records;
5. Hard copy or electronic copy of Training Certificates; and
6. Hard copy or electronic copy of Certificate of Attendance from January to December 2025 issued by the respective HRMO (if applicable)

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 through an application letter addressed to Dr. Nancy T. Pascual, University President.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/human resource management office/records office, as the case may be:

**JERWIN V. PATANGUI**

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.