

Republic of the Philippines
PGO RIZAL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO RIZAL in the CSC website:

PHIL M. COSEP
Date: June 26, 2025

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 Aide III (Driver I)	PEO-197	3	15,265.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		RPG-R04
2	Administrative Aide III (Driver I)	PEO-199	3	15,265.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		RPG-R04
3	Planning Officer II	PPDO-10	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04
4	Project Development Officer II	PPDO-27	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04

The Rizal Provincial Government highly encourages all interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 11, 2025.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating **in the last rating period** (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PHIL M. COSEP

Officer-In-Charge

Office of the Provincial Human Resource

Management Officer

Ynares Center Complex Brgy. San Roque Antipolo City

hrmo@rizalprovincialgov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.