

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 27, 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	Supervising Administrative Officer (Supply Officer IV)	GSO-78	22	74,836.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04
2	Administrative Aide VI (Buyer II)	GSO-11	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility		RPG-R04
3	Administrative Aide VI (Clerk III)	GSO-47	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility		RPG-R04
4	Administrative Assistant II (Clerk IV)	PPDO-04	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) First Level Eligibility		RPG-R04

5	Administrative Aide VI (Clerk III)	PPDO-05	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
6	Planning Assistant	PPDO-31	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04
7	Internal Auditing Assistant	PG-107	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04
8	Administrative Aide III (Clerk I)	PG-108	3	15,265.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
9	Administrative Aide VI (Clerk III)	PAS-14	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
10	Administrative Aide IV (Clerk II)	PAS-15	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
11	Administrative Aide IV (Clerk II)	PAS-16	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04

12	Tax Mapping Aide	PAS-54	4	16,209.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
13	Tax Mapping Aide	PAS-55	4	16,209.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
14	Tax Mapping Aide	PAS-56	4	16,209.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
15	Administrative Aide VI (Clerk III)	PAS-31	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
16	Assessment Clerk II	PAS-32	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
17	Supervising Administrative Officer (Administrative Officer IV)	PAS-11	22	74,836.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		RPG-R04
18	Administrative Assistant II (Accounting Clerk III)	PAC-16	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		RPG-R04

19	Administrative Aide VI (Accounting Clerk II)	PAC-18	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
20	Administrative Aide IV (Clerk II)	PAC-19	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
21	Administrative Aide VI (Accounting Clerk II)	PAC-20	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
22	Administrative Aide VI (Accounting Clerk II)	PAC-22	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
23	Administrative Aide VI (Accounting Clerk II)	PAC-23	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		RPG-R04
24	Administrative Officer I (Cashier I)	PTO-36	10	24,381.00	Bachelor's degree	None required	None required	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 12, 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.