

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:

EUGENE P. DURUSAN
Date: August 12, 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 IV (Accounting Clerk I)	PAC-19	4	16,209.00	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 (Subprofession al) First Level Eligibility		RPG-R04

2	Administrative Aide IV (Accounting Clerk I)	PAC-20	4	16,209.00	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 (Subprofessional) First Level Eligibility		RPG-R04
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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 August 27, 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:

EUGENE P. DURUSAN

Provincial Government Department Head
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.