

Republic of the Philippines
PGO RIZAL
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 PGO RIZAL:

EUGENE P. DURUSAN

Date: March 16, 2026

| 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/ Area of Specialization/ Residency Requirement (if applicable) | |
| 1 | Administrative Officer II (Administrative Officer I) | RPHS-382 | 11 | 30,024.00 | Bachelor's degree | None required | None required | Career Service Professional Second Level Eligibility | | RPG-R04 |

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 March 31, 2026

1. Fully accomplished Personal Data Sheet (PDS) with work Experience Sheet and recent passport-sized or unlimited 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 rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

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:

MS. EUGENE P. DURUSAN

Provincial Government Department Head
Office of the Provincial Human Resource Management
Officer

Ynares Center Complex Brgy. San Roque Antipolo City
256-3000 loc. 5203-5205 / hrmo@rizalprovincialgov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.