

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: _____ April 23, 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 Aide IV (Clerk II)	HRMO-14	4	16,833.00	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

2	Administrative Assistant I (Computer Operator I)	PG-75	7	20,110.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service Subprofessional First Level Eligibility		RPG-R04
3	Administrative Officer V (Administrative Officer III)	PA-147	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
4	Administrative Assistant II (Clerk IV)	PA-148	8	21,448.00	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		RPG-R04
5	Administrative Aide II (Messenger)	PA-149	2	14,925.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
6	Administrative Aide II (Messenger)	PA-150	2	14,925.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04

7	Senior Ecosystems Management Specialist	PG-135	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
8	Environmental Management Specialist I	PG-136	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
9	Administrative Aide III (Clerk I)	PG-137	3	15,852.00	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
10	Administrative Aide III (Clerk I)	PG-138	3	15,852.00	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
11	Administrative Aide V (Plumber II)	GSO-26	5	17,866.00	Elementary School Graduate	None required	None required	Plumber (MC 10, s. 2013 Cat. II)		RPG-R04
12	Housing and Homesite Regulation Officer I	PG-142	11	30,024.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility		RPG-R04
13	Administrative Aide II (Messenger)	PG-143	2	14,925.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
14	Administrative Aide II (Messenger)	PG-144	2	14,925.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04

15	Senior Labor and Employment Officer	PG-139	19	56,390.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
16	Labor and Employment Officer III	PG-140	16	43,560.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility		RPG-R04
17	Labor and Employment Officer II	PG-141	13	34,421.00	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 May 08, 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 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.