

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 27, 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 II (Reproduction Machine Operator I)	PG-144	2	14,925.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		RPG-R04
2	Senior Labor and Employment Officer	PG-139	19	56,390.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	8 hours of relevant training on employment facilitation	2 years of experience in program management relative to employment facilitation	Career Service Professional Second Level Eligibility		RPG-R04

4	Labor and Employment Officer III	PG-140	16	43,560.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	4 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	Career Service Professional Second Level Eligibility		RPG-R04
5	Labor and Employment Officer II	PG-141	13	34,421.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	2 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	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 12, 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.