



Republic of the Philippines  
RIZAL PROVINCIAL GOVERNMENT  
Province of Rizal 1870

## HUMAN RESOURCE MANAGEMENT OFFICE

### First Indorsement

20 October 2023

Respectfully forwarded to Civil Service Commission, Field Office - Rizal  
A. Bonifacio Ave. Rose Pack Comp. Brgy. Sto. Domingo Cainta, Rizal, the  
attached vacant position in the Rizal Provincial Government requesting  
publication.

A handwritten signature in black ink, appearing to read "EUGENE P. DURUSAN".

**EUGENE P. DURUSAN**  
Provincial Government Department Head  
Human Resource Management Office

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  
PG Department Head, H&MO


Date: October 20, 2023

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 Officer II	RPHS-381	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04
2	Administrative Officer II	RPHS-382	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04
3	Administrative Officer II	RPHS-383	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04
4	Administrative Officer II	RPHS-384	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04
5	Administrative Officer II	RPHS-379	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RPG-R04

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**PGO RIZAL**  
Request for Publication of Vacant Positions

To: **CML 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  
PG Department Head, HRMO  
Date: October 20, 2023

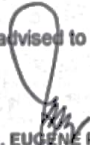
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
<p><b>Job Descriptions:</b></p> <ol style="list-style-type: none"> <li>1. Act as the head of the Philhealth Section of hospitals under Rizal Provincial Hospital System</li> <li>2. In-charge of the checking and screening of Philhealth claims before transmittal</li> <li>3. Coordinate with processors and medical personnel for completion of the requirements; and</li> <li>4. Submit weekly report on filed Philhealth claims/benefits</li> </ol>										

This Office highly encourages all interested and qualified applicants including persons with disability (PWD) members of indigenous communities and those with diverse sexual orientation, gender identity and

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 November 04, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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:

  
MS. EUGENE P. DURUSAN  
PG Department Head, HRMO  
Ynares Center Complex, Antipolo, City  
[hrrpg\\_recruitment@yahoo.com](mailto:hrrpg_recruitment@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.