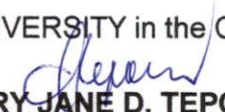


Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CAVITE STATE UNIVERSITY in the CSC website:

  
**DR. MARY JANE D. TEPORA**  
Director, HRMO

Date: 6/9/2021

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	COOK I	CASUB-COK1- 1-1998	SG-3	13,572	Elementary School Graduate	none required	none required	none required	n/a	Cavite State University (Auxillary Services)
2	ADMINISTRATIVE AIDE III	CASUB-ADA3- 42-2004	SG-3	13,572	Completion of two years studies in college	none required	none required	CS-Sub Professional/For st Level Eligibility	n/a	Cavite State University (Research Services)

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 June 28, 2021

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](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:

  
**DR. MARY JANE D. TEPORA**

Director, HRMO

Cavite State University, Bancod, Indang,

[cvsu.hrd@cvsu.edu.ph](mailto:cvsu.hrd@cvsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**EEOP Statements:**

1. The University highly encourages all interested QUALIFIED applicants including persons with disability (PWD), members of indigenous committees, and those with diverse sexual orientation, and gender identity and expression (SOGIE), to apply.
2. The applicants will not be discriminated on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.