

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: 9/8/2021

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.       | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                             |               |   |  |                               | Place of Assignment  |
|-----|--|-----------------------------|---------------------------------|-------------------|---|---------------|---|--|-------------------------------|--|
|     |  |                             |                                 |                   | Education   | Training      | Experience  | Eligibility  | Competency<br>(if applicable) |  |
| 1   | SUC-VICE<br>PRESIDENT III                                    | CASUB-<br>SUCVP3-1-<br>1999 | SG-27                           | 126,267           | Appropriate<br>doctoral<br>degree                   | none required | At least three<br>(3) years in<br>position/s<br>involving<br>management | none required  | n/a                           | Cavite State<br>University Main<br>Campus                      |
| 2   | ADMINISTRATIVE<br>AIDE IV                                    | CASUB-ADA-<br>4-28-2004     | SG-04                           | 14,400            | Completion of<br>two years<br>studies in<br>College | none required | none required   | Relevant<br>eligibility under<br>MC 10, s.<br>2013; CS<br>Subprofession<br>al/First Level<br>Eligibility | n/a                           | Cavite State<br>University Main<br>Campus (Research<br>Center) |

|   |                  |                    |       |        |   |                               |                              |   |     |   |
|---|------------------|--------------------|-------|--------|---|-------------------------------|------------------------------|---|-----|---|
| 3 | AGRICULTURIST II | CASUB-AG2-3-1998   | SG-15 | 33,575 | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | 1 year of relevant experience | 4 hours of relevant training | Relevant eligibility / RA 1080            | n/a | Cavite State University Main Campus (Research Center) |
| 4 | FARM WORKER I    | CASUB-FAWK1-3-1998 | SG-02 | 12,790 | Elementary graduate   | none required                 | none required                | None required (M.C. 10, s. 2013 Cat. III) | n/a | Cavite State University Main Campus (Research Center) |

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 September 21, 2021

1. Letter of application
2. Applicant's Portfolio (includes the resume, photocopy of TOR and Diploma, and other supporting documents about the applicant's credentials)
3. IPCR and SET ratings (for CvSU employee) in the present position for one (1) year, if applicable. Performance rating (for non-CvSU employee)
4. Photocopy of certificate of eligibility/license/rating (if applicable)

**Note:**

1. Applicants shall have at least a "Very Satisfactory" performance rating in the last two rating periods (CvSU employee) or in the preceding year as certified by the previous employer (non-CvSU employee).
2. Non-CvSU employee shall submit a certificate of good moral character as certified by the immediate supervisor in the immediate employment.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**DR. HERNANDO D. ROBLES, CEO VI**  
University President  
Cavite State University, Bancod, Indang,  
[hrdo.rsp@cvsu.edu.ph](mailto:hrdo.rsp@cvsu.edu.ph)

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

**EEO Statements:**

1. Prioritization of pregnant women, lactating/breastfeeding mothers and differently able applicants/employees shall be ensured during the conduct of interview and exam.
2. Examination and interview of applicants with disability shall be administered through the assistance of Special Education Teachers from the College of Education.
3. During the interview, the HRMPSB members shall only ask questions related to selection criteria. Panelists may only ask questions about candidates' disability only in so far as to determine whether the same may put the life of the person or their colleagues in danger.