

# **ANNOUNCEMENT OF VACANT NON-ACADEMIC PLANTILLA POSITION**

**DECEMBER 12, 2022**

*Jan*

*Theresa*

**POSITION:** ACCOUNTANT I  
**ITEM NO.:** CASUB-A1-1-2003  
**SALARY GRADE:** SG-12  
**MONTHLY SALARY:** ₱27,608.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Main Campus (FMO)  
**QUALIFICATION STANDARD:**  
**Education:** BS Accountancy/BSC-Accounting/ BSBA-Accounting  
**Training:** 4 hours of relevant training  
**Experience:** At least 1 year of relevant experience  
**Eligibility:** RA 1080 (CPA)

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**POSITION:** ACCOUNTANT III  
**ITEM NO.:** CASUB-A3-1-1998  
**SALARY GRADE:** SG-19  
**MONTHLY SALARY:** ₱49,835.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Main Campus (FMO)  
**QUALIFICATION STANDARD:**  
**Education:** Bachelor's degree in Commerce/Business Administration major in Accounting  
**Training:** 8 hours of relevant training  
**Experience:** 2 years of relevant experience  
**Eligibility:** RA 1080 (CPA)

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**POSITION:** ADMINISTRATIVE AIDE III  
**ITEM NOS.:** CASUB-ADA3-24-2004;  
**SALARY GRADE:** SG-03  
**MONTHLY SALARY:** ₱14,125.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Main Campus (HRDO)  
**QUALIFICATION STANDARD:**  
**Education:** Completion of two years studies in college  
**Training:** None required  
**Experience:** None required  
**Eligibility:** Career Service Subprofessional; First level of eligibility

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**POSITION:** FARM WORKER I  
**ITEM NOS.:** CASUB-FAWK1-2-1998  
**SALARY GRADE:** SG-02  
**MONTHLY SALARY:** ₱13,305.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Main Campus  
**QUALIFICATION STANDARD:**  
    **Education:** Elementary graduate  
    **Training:** None required  
    **Experience:** None required  
    **Eligibility:** None Required (M.C. 10, s. 2013 Cat. II)

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**POSITION:** ADMINISTRATIVE AIDE III (Utility Worker II)  
**ITEM NOS.:** CASUB-ADA3-30-2004  
**SALARY GRADE:** SG-03  
**MONTHLY SALARY:** ₱14,125.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Main Campus (PPS)  
**QUALIFICATION STANDARD:**  
    **Education:** Completion of two years studies in college  
    **Training:** None required  
    **Experience:** None required  
    **Eligibility:** None required

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**POSITION:** LIBRARIAN I  
**ITEM NO.:** CASUB-LIB1-259-2016  
**SALARY GRADE:** SG-11  
**MONTHLY SALARY:** ₱25,439.00  
**STATUS:** Permanent  
**PLACE OF ASSIGNMENT:** Cavite State University Carmona Campus

**QUALIFICATION STANDARD:**

**Education:** Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science  
**Training:** None required  
**Experience:** None required  
**Eligibility:** RA 1080

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Interested and qualified applicant may send their letter of application to the Office of the President with the following documents on or before **December 23, 2022:**

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 from last employer, if any (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.

**EEOP statement:**

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 administer through the assistance of Special Education Teachers from the College of Education.
3. During the interview, the HRMPSB members shall only ask question related to selection criteria. Panelist 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.