

PUBLICATION OF VACANT NON-ACADEMIC PLANTILLA POSITIONS

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
						Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT V	CASUB-ADAS5-266-2016	11	27,000.00	Coterminous with the official being served	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Internal Audit)	Manage the appointments/schedule of activities of the unit head and its function; Review and assess documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations prior to endorsing the unit heads for information/ approval/ instructions; Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents. Handle critical and confidential matters as assigned by unit head; Provide administrative support to office; Explains and disseminates information concerning agency programs and procedures; Responds to inquiries regarding technical program or administrative regulations, policies, and procedures; Perform other task assigned by higher authorities.
2	EDUCATION PROGRAM SPECIALIST II	CASUB-EPS2-2-1998	16	39,672.00	Permanent	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	Cavite State University Main Campus (Extension) Services)	Understands stakeholders' R&E needs and requirements Prepares concept paper on programs/ projects that will help improve university's R&E Performance Reviews and revises existing R&E programs/projects Assists in disseminating R&E results Assists in establishing linkages with partners and stakeholders Acts like a focal person of a particular R&E projects
3	ADMINISTRATIVE OFFICER I	CASUB-ADOF1-277-2016	10	23,176	Permanent	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus (Bacoor Campus)	Assists in the implementation and monitoring of office programs, projects and activities; Manage specific task on the unit such as special assignments; Co-ordinate works in other internal departments or other external agencies; Prepare documents needed in responding various issues and concerns relative to operations of the unit; Prepares reports on the operation of a unit group of small units for use by higher-level departmental officials; Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents; Keeps and maintains all pertinent records; Perform other task assigned by higher authorities.
4	FARM WORKER I	CASUB-FAWK1-2-1998	2	13,819	Permanent	Elementary graduate	None required	None required	None required (M.C. 10 s. 2013 Cat II)	Cavite State University Main Campus	Cares for livestock and poultry, including the cleaning, feeding, weighing, and medication of animals; checks animals for sickness and other disorders. Operate and maintain farm machinery and equipment Repair and maintenance of farm facilities Plant, fertilize, cultivate, spray, irrigate and harvest crops Perform other related task assigned by higher authorities

APPROVED FOR POSTING:

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 OIC, Records Office
 CvsU, Indang, Cavite
 3-20-2023

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5	LIBRARIAN I	CASUB-LIB1-259-2016	11	27,000	Permanent	Bachelor's degree in Library Science or Information Science in Education/Arts major in Library Science	none required	none required	RA 1080 (Librarian)	Cavite State University Carmona Campus	<p>Library acquisition, classification and dissemination of library materials (Books, e-books, online materials)</p> <p>Ensuring the library meets the needs of precise groups of its users, including postgraduate students and disabled students.</p> <p>Collecting and cataloging library resources including books, films, and publications.</p> <p>Maintaining library records and ensuring they are up to date.</p> <p>Overseeing the check-out process for books and other resource materials.</p> <p>Perform other tasks assigned by higher authorities.</p>
6	EXECUTIVE ASSISTANT IV	CASUB-EXA4-46-2023	22	71,511	Coterminous with the official being served	Bachelor's degree	3 years of experience	16 hours of relevant training	Career Service Professional/Second Level Eligibility	Office of the University President	<p>*Directs and participates in the work of a group of executives in performing a variety of administrative and technical duties which assist executives in reaching or implementing substantive decisions.</p> <p>*Performs a variety of administrative and technical duties which assist executives in reaching or implementing substantive decision and advising the executives on matters relative to departmental policies and procedures.</p> <p>*Consults with other government offices on mutual problems.</p> <p>*Conducts necessary studies and discussions and submits recommendations for action.</p> <p>*Assigns work to subordinate personnel, gives instructions on work methods and procedures; reviews finished work and recommends actions for conformance to established policies, precedents, and regulations.</p> <p>*Other task assigned by higher authorities.</p>
7	EXECUTIVE ASSISTANT III	CASUB-EXA3-45-2023	20	57,347	Coterminous with the official being served	Bachelor's degree	2 years of experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility	Office of the University President	<p>*Prepares memoranda on matters being considered by executive bodies and prepares actions to implement decisions reached.</p> <p>*Gives expert advice and assistance in particular areas of specialization.</p> <p>*Advises on policy based on precedents and experience.</p> <p>*Establishes office procedures.</p> <p>*Receives persons seeking assistance or advocating certain actions, hears their requests and takes action to comply or explain why requests cannot be granted.</p> <p>*Verify reports and acted documents prior to submission.</p> <p>*Other task assigned by higher authorities.</p>

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8	BOARD SECRETARY I	CASUB-BS1-51-2023	14	33,843	Permanent	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Professional/ Second Level Eligibility	Office of the Board Secretary	<p>Backstop and render technical assistance to the Board Secretary V in the formulation and implementation of policies, rules and regulations approved by the Board of Regents, Academic and Administrative Councils;</p> <p>Prepare documentation and communications for appropriate actions by the University President;</p> <p>Monitor information to the different Colleges/Schools for the effective and efficient operation of the University;</p> <p>Act as a Secretary of the Academic Council, Administrative Council, Executive Committee meetings and other meetings and conferences called for by the University President;</p> <p>Prepare agenda of meetings, minutes of meetings of the Academic Council, Administrative Council, Executive Council Meetings as well as provide pertinent enclosure for adequate documentation of items in the agenda;</p> <p>Keep records and minutes of the proceedings of the Board of Regents and other pertinent record of the University;</p> <p>Prepare office memoranda, office orders, office circulars and prepare official communications for other agencies government or private;</p> <p>Disseminate the approved resolutions passed by the Board to the officials and parties concerned subject to the approval of the President; and</p> <p>Perform other task assigned by higher authorities.</p>
9	INFORMATION TECHNOLOGY OFFICER III	CASUB-ITO3-50-2023	24	P90,078.00	Permanent	Master's Degree	4 years in position/s involving management and supervision	40 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	<p>Implements and maintains standards, policies and procedures on the installation, configuration, administration, and maintenance of the database systems for the primary and backup data centers;</p> <p>Installs, configures and fine tunes the database systems for the primary and backup data centers;</p> <p>Installs, configures and finetunes the database management system and upgrades, patches, and enhancements to the database;</p> <p>Coordinates with 3rd party service providers and vendors for the installation, configuration, and maintenance of the database systems;</p> <p>Manages, maintains and monitors performance of the database systems;</p> <p>Assists the Technical Support Head in the conduct of capacity planning on the database systems to ensure projected requirements are met;</p> <p>Implements and maintains database security in coordination with Information Security Officer; and</p> <p>Perform other task assigned by higher authorities.</p>

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10	INFORMATION TECHNOLOGY OFFICER II	CASUB-ITO2-49-2023	22	₱71,511.00	Permanent	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant experience	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	<p>Manage software development project and assures that applications are deployed in accordance with the proper release and change management procedures;</p> <p>Provide the necessary reports for project progress of systems being developed, and communicate all risks and issues encountered;</p> <p>Recommend policies and procedures which need to be promulgated for the use of mission critical applications being developed or about to be deployed;</p> <p>Manage all communications for downtimes, deployments, system upgrades, and enhancements;</p> <p>Define the appropriate technology to use for collaboration of the systems developers, and ensuring the integrity and versioning of code repositories;</p> <p>Develop a configuration management framework to ensure that strategy and project documents are stored, and their correct versions are properly identified; and</p> <p>Perform other task assigned by higher authorities.</p>
11	INFORMATION TECHNOLOGY OFFICER I	CASUB-ITO1-48-2023	19	₱51,357.00	Permanent	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	<p>Encodes data sources for system processing;</p> <p>Operates assigned information systems;</p> <p>Assists in the maintenance of document management of the institutions;</p> <p>Assists in the encoding of technical reports, letters, memorandums, and others;</p> <p>Performs data validation and verification procedures of TCT database;</p> <p>Manage the day-to-day provision of ICT services including the maintenance of technology infrastructure and operation of ICT-based systems, ensuring that service delivery standards are met through regular and systematic monitoring of system/technology performance; and</p> <p>Perform other task assigned by higher authorities.</p>
12	INFORMATION SYSTEM ANALYST II	CASUB-INFOSA2-47-2023	16	₱39,672.00	Permanent	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	<p>APPROVED FOR POSTING:</p> <p><i>J. Mojica</i></p> <p>ANALYN A. MOJICA OIC, Records Office CvSU, Indang, Cavite 7-16-2023</p> <p>Perform design, implementation, and upgrades of information systems to meet the business and user needs;</p> <p>Confers with users and departments to analyze current and projected data information needs, resources, and system performance and conducts research about new systems and modifications. Performs compatibility studies and cost/benefit analyses and recommends the most cost-effective approach to meet computer system and user department requirements;</p> <p>Participates in planning projects related to existing or proposed systems; tracks project time and costs;</p> <p>Works with user departments to develop detailed design specifications, definitions, flow charts, diagrams, performance criteria, and testing methods; develops and documents operational procedures for data elements and sources. Incumbents also perform systems maintenance, conduct testing, implement new solutions into production environment, and assist team in providing training and technical guidance to users and staff in the use of new or modified systems and procedures;</p> <p>Utilizes appropriate software tools and techniques for systems analysis, logic design, applications programming, database management, and troubleshooting; and maintains operational integrity of business applications;</p> <p>Assists in the planning and future development of the University database requirements and assists division management in implementation of required upgrades or replacement of current hardware or database version releases; and</p> <p>Perform other task assigned by higher authorities.</p>

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13	INFORMATION SYSTEM ANALYST I	CASUB-INFOSA1-46-2023	12	₱29,165.00	Permanent	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	<p>Deploy, maintain, and troubleshoot applications, including application servers, associated hardware, endpoints, and databases;</p> <p>Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements;</p> <p>Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow;</p> <p>Translate highly technical specifications into clear non-technical requirements;</p> <p>Manage the set-up and configuration of systems;</p> <p>Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process;</p> <p>Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms; and</p> <p>Perform other task assigned by higher authorities.</p>
14	INFORMATION OFFICER III	CASUB-INFO3-45-2023	18	₱46,725.00	Permanent	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Public Affairs and Communication Office)	<p>Prepares policy briefs and concept papers;</p> <p>Writes articles, feature stories, reports and other information materials based on interviews, events and other sources;</p> <p>Assists in monitoring and provides admin and technical assistance in implementing various projects and activities;</p> <p>Coordinate with external and internal stakeholders of the unit;</p> <p>Writes assigned articles for various platforms, particularly for media releases and publication;</p> <p>Assist in reviewing, proofreading and editing information materials;</p> <p>Manage timeline/production schedule of print and digital publications for websites;</p> <p>Prepare administrative requirements for the conduct of commissioned surveys;</p> <p>Prepare and edit articles, letters, and photos; and</p> <p>Perform other task assigned by higher authorities.</p>
15	INFORMATION OFFICER II (2)	CASUB-INFO2-43-2023; CASUB-INFO2-44-2023	15	₱36,619.00	Permanent	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Public Affairs and Communication Office)	<p>Formulate and implement the communication plan;</p> <p>Develop information, education and communication materials, including Guidebooks, Manuals, presentations, and other knowledge/awareness products;</p> <p>Coordinate with external and internal stakeholders of the unit;</p> <p>Prepare/design feedback survey form;</p> <p>Prepare and edit articles, letters, and photos;</p> <p>Gather, sort and proofread materials for different sections within the division; and</p> <p>Perform other task assigned by higher authorities.</p>
16	INFORMATION OFFICER I (2)	CASUB-INFO1-42-2023; CASUB-INFO1-43-2023	11	₱27,000.00	Permanent	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Public Affairs and Communication Office)	<p>Sourcing relevant information in hard or electronic format;</p> <p>Classifying and storing information for ease of access and retrieval;</p> <p>Answering information-related queries from within the organization and from the public where appropriate;</p> <p>Advertising the service internally and externally; and</p> <p>Perform other task assigned by higher authorities.</p>

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17	INTERNAL AUDITOR III	CASUB-IAUD3-44-2023	18	₱46,725.00	Permanent	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Internal Audit)	<p>Performs internal audits that are complex-to-highly complex in nature or medium to large in scale to determine compliance with laws, rules, regulations, policies, and procedures;</p> <p>Collects and analyzes both qualitative and quantitative data, extracting information that is significant to the audit, advisory services, or other engagements;</p> <p>Examines and analyzes management operations, internal control structures and systems, information technology databases and systems, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations; and reports erroneous or questionable transactions;</p> <p>Conducts research related to the audit, advisory services, or other engagements; develops conclusions on the collected data; and reports erroneous or questionable transactions and findings;</p> <p>Prepares working papers to document the results of the work performed, including interviews, data analysis, and other documentation;</p> <p>Prepares audit reports of findings, outlines discrepancies, and recommends corrective actions;</p> <p>Advises internal stakeholders on the requirements, liabilities, and penalties of compliance and noncompliance with legal regulations; and recommends improved accounting or management operation systems controls;</p> <p>Reviews and documents applicable laws, regulations, policies and procedures, and financial and administrative controls for the development of audit procedures;</p> <p>Prepares or assists in preparing audit reports of findings, outlines discrepancies, and recommends corrective actions;</p> <p>Assists with developing audit scopes, objectives, procedures, and deliverables;</p> <p>Perform other task assigned by higher authorities.</p>
						<p>APPROVED FOR POSTING:</p> <p><i>[Signature]</i></p> <p>ANALYN A. MOJICA OIC, Records Office CWSU, Indang, Cavite</p> <p><i>[Signature]</i></p>					
18	INTERNAL AUDITOR II (2)	CASUB-IAUD2-40-2023; CASUB-IAUD2-41-2023	15	₱36,619.00	Permanent	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Internal Audit)	<p>Independently plans and conducts complex financial/compliance audits as responsible senior auditor in accordance with accepted auditing standards; establishes audit objectives and procedures;</p> <p>Reviews and audits departmental operations to assure that planning, accounting, custodial and control activities are in compliance with management decisions, policies, procedures and statutory provisions;</p> <p>Performs analyses of unique or complex operations; develops audit findings and prepares comprehensive formal written reports identifying adequacy and effectiveness of departmental financial/compliance activities; makes recommendations on adoption of improved operating policies and procedures; works with operating department representatives to implement audit recommendations;</p> <p>Assists in the development and implementation of significant policies and procedures relative to the internal audit program;</p> <p>Provides guidance and assistance too lower level auditing staffs; assists in on-the-job-training of audit trainees;</p> <p>Perform other task assigned by higher authorities.</p>
19	INTERNAL AUDITOR I (2)	CASUB-IAUD1-38-2023 CASUB-IAUD1-39-2023	11	₱27,000.00	Permanent	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Internal Audit)	<p>Evaluate financial documents for accuracy and compliance with federal regulations;</p> <p>Identify the financial risk of the organization and offer recommendations to reduce risk;</p> <p>Identify accounting and financial record-keeping processes that can be improved;</p> <p>Determine ways to cut costs and improve profitability;</p> <p>Assess the efficiency and productivity of internal staff and make recommendations for improvement;</p> <p>Present findings to upper management in the form of reports and presentations;</p> <p>Perform other task assigned by higher authorities.</p>

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20	ATTORNEY IV	CASUB-ATY4-37-2023	23	₱80,003.00	Permanent	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080 (Bar)	Cavite State University Main Campus- (Legal Services Office)	<p>Provides legal counsel in all matters pertaining to their official duties or concerns;</p> <p>Reviews and recommends proper action on contracts;</p> <p>Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality;</p> <p>Makes preliminary studies of administrative charges and conducts formal investigation as required;</p> <p>Conducts legal research and recommends proper action;</p> <p>Interprets all policies affecting the University;</p> <p>Represents the University in conferences and seminars involving legal and policy matters;</p> <p>Appears in any case involving the University, and</p> <p>Perform other task assigned by higher authorities.</p>
21	ATTORNEY III	CASUB-ATY3-36-2023	21	₱63,997.00	Permanent	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (Bar)	Cavite State University Main Campus- (Legal Services Office)	<p>Providing legal advice and opinions;</p> <p>Monitoring the compliance status of submitting entities, and issuing the necessary documents, letters, memos and to ensure legal compliance to applicable existing rules and regulations;</p> <p>Monitoring the dispute resolution process and to ensure compliance and other applicable existing rules and regulations;</p> <p>Providing administrative & project support involving legal matters;</p> <p>Conducting research in all legal fields of interest of the university and promptly respond to legal issues / concerns;</p> <p>Ensuring all transactions, operations, policies and procedures are valid, binding and enforceable under any court of law;</p> <p>Reviewing/drafting contracts, memoranda, office orders, and other documents; Updating, managing & securing the integrity of documentation;</p> <p>Ensuring that the company's interests are protected under the law; Establishing/improving and upholding university policies, guidelines, procedures, etc; and</p> <p>Perform other task assigned by higher authorities.</p>
22	LEGAL ASSISTANT III (2)	CASUB-LEA3-34-2023 CASUB-LEA3-35-2023	14	₱33,843.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	1-year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Legal Services Office)	<p>Receiving, organizing, maintaining and safekeeping of documentary requirements submitted by the covered entities;</p> <p>Providing immediate assistance through constant email engagements and phone calls of lacking compliance requirement or document;</p> <p>Handling client inquiries and complaints from submitting entities;</p> <p>Receives, logs, monitors, and reports all complaints received via phone calls, letters and/or email messages;</p> <p>Prepares periodic status report of the registration status of the covered entities;</p> <p>Adheres to university policies and procedures; and</p> <p>Perform other task assigned by higher authorities.</p>
23	LEGAL ASSISTANT II (2)	CASUB-LEA2-32-2023 CASUB-LEA2-33-2023	12	₱29,165.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Legal Services Office)	<p>Performs varied relatively difficult legal work;</p> <p>Supports case preparation by preparing case summaries and materials;</p> <p>Assists lawyers during representations in courts;</p> <p>Research on laws, issuances, jurisprudence, rules and regulations;</p> <p>Take action and/or prepare responses to queries and act on routine and simple legal issues;</p> <p>Draft basic legal documents and instruments such as contracts, deeds and memoranda;</p> <p>Comment on the legality and appropriateness of contracts, deeds, memoranda, correspondences;</p> <p>Communicate and coordinate correspondences with various officials and offices; and</p> <p>Perform other task assigned by higher authorities.</p>

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7/16/2023

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24	PLANNING OFFICER III	CASUB-PLO3-31-2023	18	₱46,725.00	Permanent	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Planning Development Office)	Formulate and recommend a strategy to maximize and equally distribute the critical resources based on the consolidated reports of human, financial and capital resource requirement of the university; Review and analyze data, statistics, and reports based on strategic plan of the university; Conduct planning research studies; Provide technical assistance in relation to planning and operations; Perform other task assigned by higher authorities.
25	PLANNING OFFICER II (2)	CASUB-PLO2-29-2023 CASUB-PLO2-30-2023	15	₱36,619.00	Permanent	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Planning Development Office)	Review and analyze key programs and projects to determine relevance, value and consistency to the overall thrust and mandate of the agency; Monitor and review the performance of operating units in terms of targets set and accomplishments; Assists in the development of program/ project concepts/ terms of reference and frameworks that will address or respond to issues and concerns based on outcome of research studies and surveys; Assists in publishing the Agency Annual Report, web posting, prepare advocacy materials of the conferences/workshops; Perform other task assigned by higher authorities.
26	PLANNING OFFICER I (2)	CASUB-PLO1-27-2023 CASUB-PLO1-28-2023	11	₱27,000.00	Permanent	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Planning Development Office)	Assists in developing project plans or programs whenever necessary; Prepares preliminary evaluation of all reports received in the progress of project; Assists in the preparation of summary of reports and other development materials received and gathered; Assists in coordinating activities of different offices that are linked in the preparation of particular problems; and Assist in conducting the agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for succeeding rating period with concerned office; Assist in developing program/project concepts and frameworks that address or respond to issues and concerns based on outcome of research studies and surveys; Assist in monitoring the performance of operating units in terms of set targets and accomplishment; Perform other task assigned by higher authorities.
27	PROJECT DEVELOPMENT OFFICER III	CASUB-PDO3-26-2023	18	₱46,725.00	Permanent	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Project Management Office)	Supervises the project teams in the conduct of various school effectiveness interventions; Acts as the team leader in the conduct of studies on systems and procedures and in the development of organization-wide framework and in the facilitation of systems training; and Perform other task assigned by higher authorities.
28	PROJECT DEVELOPMENT OFFICER II (2)	CASUB-PDO2-24-2023 CASUB-PDO2-25-2023	15	₱36,619.00	Permanent	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Project Management Office)	Assists on the supervision of all business activities/projects/programs engaged in by the University; Coordinates with the different colleges and units on the preparation of the instruction and research related IGPs; Evaluates project proposals and endorse the same to the Admin Council for appropriate actions; Assists on the submission of programs and plans for the development, expansion and improvement of extension-type and other income generating activities; Perform other task assigned by higher authorities.

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						Education	Training	Experience	Eligibility		
29	PROJECT DEVELOPMENT OFFICER I (2)	CASUB-PDO1-22-2023 CASUB-PDO1-23-2023	11	₱27,000.00	Permanent	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Project Management Office)	<p>Participates in development of project for collaboration and/or partnering with other institutions or industries;</p> <p>Collaborates with other agencies and industries to develop feasible ideas towards sustainable development of the university;</p> <p>Liaises and coordinates with key managers across organizations as appropriate with aim to improve project implementation, monitoring and evaluation processes;</p> <p>Provides backing to the team by providing strong data-driven support across communication, marketing and engagement, etc.;</p> <p>Identifies opportunities to build on engagement of stakeholders or funder groups;</p> <p>Plays a role in the identification, development and analysis of new and existing opportunities to augment or enhance related departmental activities; and</p> <p>Perform other task assigned by higher authorities.</p>
30	SUPERVISING ADMINISTRATIVE OFFICER	CASUB-SADOF-20-2023	22	₱71,511.00	Permanent	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Office of the Administrative and Support Services)	<p>Support the Chief Administrative Officer in ensuring the smooth operation of all units under the Finance and Administrative Division;</p> <p>Align work outputs and processes to the division directions and priorities and ensure conformance to internal and external policies that are applicable to the division;</p> <p>Review, develop and recommend internal work processes, guidelines, standards, policies and procedures that are applicable to the division in compliance with the guidelines of QMS and other oversight agencies;</p> <p>Prepare the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) for the Division;</p> <p>Supervise and monitor the implementation of division programs and projects, policies and guidelines and recommend solutions to address implementation problems;</p> <p>Update the Division Chief on the status of division tasks regularly;</p> <p>Supervise preparation of budget and financial management functions and activities;</p> <p>Evaluate and submit periodic and special reports for the division;</p> <p>Monitor and review the outputs of subordinates against performance standards;</p> <p>Provide inputs to the division chief in rating the performance of subordinates, identifies performance gaps and proposes staff development needs;</p> <p>Assist in the implementation of other programs and activities; and</p> <p>Perform other task assigned by higher authorities.</p>
31	SUPERVISING ADMINISTRATIVE OFFICER	CASUB-SADOF-21-2023	22	₱71,511.00	Permanent	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Office of the Finance Management Division)	<p>Support the Chief Administrative Officer in ensuring the smooth operation of all units under the Finance and Administrative Division;</p> <p>Align work outputs and processes to the division directions and priorities and ensure conformance to internal and external policies that are applicable to the division;</p> <p>Review, develop and recommend internal work processes, guidelines, standards, policies and procedures that are applicable to the division in compliance with the guidelines of QMS and other oversight agencies;</p> <p>Prepare the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) for the Division;</p> <p>Supervise and monitor the implementation of division programs and projects, policies and guidelines and recommend solutions to address implementation problems;</p> <p>Update the Division Chief on the status of division tasks regularly;</p> <p>Supervise preparation of budget and financial management functions and activities;</p> <p>Evaluate and submit periodic and special reports for the division;</p> <p>Monitor and review the outputs of subordinates against performance standards;</p> <p>Provide inputs to the division chief in rating the performance of subordinates, identifies performance gaps and proposes staff development needs;</p> <p>Assist in the implementation of other programs and activities; and</p> <p>Perform other task assigned by higher authorities.</p>

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Analya
ANALYN A. MOJICA
 OIC, Records Office
 CvSU, Indang, Cavite
7/26/2023

[Signature]

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
						Education	Training	Experience	Eligibility		
32	ACCOUNTANT II	CASUB-A2-18-2023	16	₱39,672.00	Permanent	Bachelor's Degree in Commerce / Business Administration Major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (Certified Public Accountant)	Cavite State University Main Campus- (Accounting Office)	Records all official financial transactions, journal entries and accounts classification; Keep and maintain complete, accurate and update subsidiary ledgers for all accounts; Review and certify payroll/compensation of university personnel; Analyze and verifies financial statements and schedules; Review and certify book of accounts payable; Supervise the preparation of financial statements, reconciliation and analysis of accounts, claims and other records; and Perform other tasks assigned by higher authorities.
33	ACCOUNTANT III	CASUB-A3-1-1998	19	51,357	Permanent	Bachelor's degree in Commerce/Business Administration major in Accounting	hours relevant training	years relevant experience	RA 1080 (CPA)	Cavite State University (Accounting Office)	Keep and maintain complete, accurate and update subsidiary ledgers for all accounts and monitor cash balances; Prepares financial reports as well as other reports for budget hearing purposes; Analyze and verifies financial statements and schedules Review and certify payroll/compensation of university personnel Supervise the preparation of financial statements, reconciliation and analysis of accounts, claims and other records; and Perform other tasks assigned by higher authorities.

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[Signature]

ANALYN A. MOJICA
OIC, Records Office

CvSU - Cavite
7/10/2023

Interested and qualified applicant may send their letter of application to the President with the following documents on or before -

APR 13 2023

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:

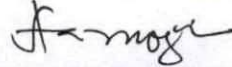
1. Applicants shall have at least a "Very Satisfactory" performance rating in the last two rating periods (CvSU employee) or in the preceding year as certified by the previous employer (non-CvSU employee).
2. Non-CvSU employee shall submit a certificate of good moral character as certified by the immediate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

[Signature]

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.

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ANALYN A. MOJICA
CIC, Records Office
CvSU, Indang, Cavite
7-30-2023

