


# Office of the University President

LEGAL ASSISTANT II	CASUB-LEA2-32-2023	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)	Performs varied relatively difficult legal work; Supports case preparation by preparing case summaries and materials; Assists lawyers during representations in courts; Research on laws, issuances, jurisprudence, rules and regulations; Take action and/or prepare responses to queries and act on routine and simple legal issues; Draft basic legal documents and instruments such as contracts, deeds and memoranda; Comment on the legality and appropriateness of contacts, deeds, memoranda, correspondences; Communicate and coordinate correspondences with various officials and offices; and Perform other task assigned by higher authorities.
LEGAL ASSISTANT II	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)	Performs varied relatively difficult legal work; Supports case preparation by preparing case summaries and materials; Assists lawyers during representations in courts; Research on laws, issuances, jurisprudence, rules and regulations; Take action and/or prepare responses to queries and act on routine and simple legal issues; Draft basic legal documents and instruments such as contracts, deeds and memoranda; Comment on the legality and appropriateness of contacts, deeds, memoranda, correspondences; Communicate and coordinate correspondences with various officials and offices; and Perform other task assigned by higher authorities.

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 ANALYN A. MOJICA  
 OIC, Records Office  
 CvSU, Indang, Cavite

June 30, 2023



LEGAL ASSISTANT III	CASUB-LEA3-34-2023	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)	Receiving, organizing, maintaining and safekeeping of documentary requirements submitted by the covered entities; Providing immediate assistance through constant email engagements and phone calls of lacking compliance requirement or document; Handling client inquiries and complaints from submitting entities; Receives, logs, monitors, and reports all complaints received via phone calls, letters and/or email messages; Prepares periodic status report of the registration status of the covered entities; Adheres to university policies and procedures; and Perform other task assigned by higher authorities.
LEGAL ASSISTANT III	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)	Receiving, organizing, maintaining and safekeeping of documentary requirements submitted by the covered entities; Providing immediate assistance through constant email engagements and phone calls of lacking compliance requirement or document; Handling client inquiries and complaints from submitting entities; Receives, logs, monitors, and reports all complaints received via phone calls, letters and/or email messages; Prepares periodic status report of the registration status of the covered entities; Adheres to university policies and procedures; and Perform other task assigned by higher authorities.

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*Analyn A. Mojica*

ANALYN A. MOJICA  
OIC, Records Office

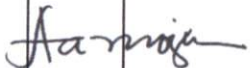
CvSU, Indang, Cavite

June 30, 2023

*[Handwritten signature]*

ADMINISTRATIVE AIDE VI	CASUB-ADA6-17-2023	6	₱17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Legal Services Department)	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendarizing, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;
										§ Receives, records and routes documents addressed to the Chief/Unit Head;
										§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
										§ Documents proceedings and agreements of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
										§ Prepare and or encodes reports, letters, presentations and other official communications;
										§ Coordinates preparation of documents needed in the operations of unit;
										§ Act as liaison to transact to other government offices or company units/departments;
										§ Perform other task assigned by higher authorities.

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ADMINISTRATIVE AIDE VI	CASUB-ADA6-16-2023	6	₱17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Internal Audit)	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendarizing, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;
										§ Receives, records and routes documents addressed to the Chief/Unit Head;
										§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
										§ Documents proceedings and agreements of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
										§ Prepare and or encodes reports, letters, presentations and other official communications;
										§ Coordinates preparation of documents needed in the operations of unit;
										§ Act as liaison to transact to other government offices or company units/departments;
										§ Perform other task assigned by higher authorities.

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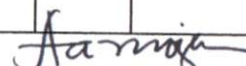
*Analyne A. Mojica*

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CvSU, Indang, Cavite  
June 30, 2023

*[Signature]*

ADMINISTRATIVE AIDE VI	CASUB-ADA6-15-2023	6	P17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Public Affairs and Communication Office)	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendarizing, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;
										§ Receives, records and routes documents addressed to the Chief/Unit Head;
										§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
										§ Documents proceedings and agreements of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
										§ Prepare and or encodes reports, letters, presentations and other official communications;
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ADMINISTRATIVE AIDE VI	CASUB-ADA6-14-2023	6	₱17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Office of the Board Secretary)	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendarizing, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;
										§ Receives, records and routes documents addressed to the Chief/Unit Head;
										§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
										§ Documents proceedings and agreements of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
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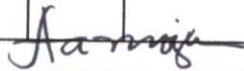




**PUBLICATION OF NON-ACADEMIC VACANT PLANTILLA POSITION**

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-13-2023	6	₱17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Cavite State University Main Campus (Office of the University President)	<p>§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Office of the University President with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;</p> <p>§ Receives, records and routes documents addressed to the Office of the University President;</p> <p>§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;</p> <p>§ Documents proceedings and agreements of meetings as assigned by the Office of the University President, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</p> <p>§ Prepare and or encodes reports, letters, presentations and other official communications;</p> <p>§ Coordinates preparation of documents needed in the operations of unit;</p> <p>§ Act as liaison to transact to other government offices or company units/departments;</p> <p>§ Perform other task assigned by higher authorities.</p>

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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 **July 9, 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.

**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, Cavite  
\_\_\_\_\_  
[office.president@cvsu.edu.ph](mailto:office.president@cvsu.edu.ph)  
\_\_\_\_\_

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

**EEOP 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 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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