Office of the Vice President for Administrative and Support Services

PUBLICATION OF NON-ACADEMIC VACANT PLANTILLA POSITION

Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Dution and Deeneneikilities
FUSICION TILLE		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Office of the Vice President with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time; § Receives, records and routes documents addressed to the Office of the Vice President;
DMINISTRATIVE					Completion of two			Career Service	Cavite State University Main Campus (Office of	 § Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files; § Documents proceedings and agreements
IDE VI	CASUB-ADA6-18-2023	6	₱17,553.00	Permanent	years studies in college	None required	None required	Subprofessional/F irst Level Eligibility	for Administrative	of meetings as assigned by the Office of the Vice President, 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;
	APPRO	ED FOF	R POSTING							§ Act as liaison to transact to other government offices or company units/departments;
		N A. MO.								§ Perform other task assigned by higher authorities.



- Company

Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	During and Description
r osition ritle		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Assist in coordinating administrative functions of the program;
										§ Assist in coordinating with General Services and administrative works;
										§ Draft communications and reports.
										§ Coordinates and performs a range of staff and/or operational support activities for the unit;
									Cavite State	§ Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems;
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-14-2023	8	₱19,744.00		Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/F irst Level Eligibility		§ Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position;
										§ Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position;
	APPRO	ED FOF	RPOSTING							§ Assists in planning meetings, conferences, and seminars;
	ANALY	N A. MO.								§ Perform other task assigned by higher authorities.



ADMINISTRATIVE AIDE VI CASUB-ADA6-24-2023 6 P17,553.00 Permanent Completion of two years studies in college None required None required None required Carrier Service Eligibility Carrier Service Subprofessional/ First Level Carrier Service Subprofessional/ Subprofessional/ First Level Carrier Service Subprofessional/ Subprofessional/ System Office Solution of personnal time; ADMINISTRATIVE AIDE VI CASUB-ADA6-24-2023 6 P17,553.00 Permanent Completion of two years studies in college None required None required Solution First Level Carrier Service Subprofessional/ Carrier Service Subprofessional/ Carrier Service Subprofessional/ Carrier Service Subprofessional/ System Office Solution of personal time; CASUB-ADA6-24-2023 6 P17,553.00 Permanent Completion of two years studies in college None required None required Solution of two years studies in college None required Solution of two years studies Solution of two years studies in college Solution of two years	Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
ADMINISTRATIVE ALDE VI 4 CASUB-ADA6-24-2023 6 P17,553.00 Permanent ADDE VI 4 CASUB-ADA6-24-2023 6 P17,553.00 Permanent Completion of two years studies in college None required None required None required None required None required Career Service Subprofessional Career Service	FUSICION TICE	Flantina item NO.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
APPROVED FOR POSTING: Aarmig § Perform other task assigned by higher		APPRO	6 VED FOR	₽17,553.00		Completion of two years studies		None	Career Service Subprofessional/ First Level	Cavite State University Main Campus (Management Information System 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 calendaring, 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;



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duties and Responsibilities:
Position Title	Plantina item No.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities.
		onde	Gulary	Appontation		raining	Lapenenee		Assignment	Deploy, maintain, and troubleshoot applications, including application servers, associated hardware, endpoints, and databases; Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements;
										Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow;
INFORMATION SYSTEM ANALYST	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	Translate highly technical specifications into clear non-technical requirements;
								Ligibility	System Office)	Manage the set-up and configuration of systems;
										Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process;
			DOSTING							Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms; and
	Aa-	N A. MO.								Perform other task assigned by higher authorities.





Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										Encodes data sources for system processing;
										Operates assigned information systems;
										Assists in the maintenance of document management of the institutions;
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)	Assists in the encoding of technical reports, letters, memorandums, and others;
										Performs data validation and verification procedures of TCT database;
										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
	Aa	VED FOR	POSTING							Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
NFORMATION TECHNOLOGY OFFICER II	CASUB-ITO2-49-2023	/ED FOR	POSTING	Permanent	Education Bachelor's degree relevant to the job	Training 3 years of relevant experience	Experience	Eligibility Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	Duties and Responsibilities: Manage software development project and assures that applications are deployed in accordance with the proper release and change management procedures; Provide the necessary reports for project progress of systems being developed, and communicate all risks and issues encountered; Recommend policies and procedures which need to be promulgated for the use of mission critical applications being developed or about to be deployed; Manage all communications for downtimes, deployments, system upgrades, and enhancements; Define the appropriate technology to use for collaboration of the systems developers, and ensuring the integrity and versioning of code repositories; Develop a configuration management framework to ensure that strategy and project documents are stored, and their correct versions are properly identified; and
	r	mig	FUSTING.							Perform other task assigned by higher authorities.
	ANALY	A. MOU								



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
Position Title		Grade	Salary		Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities: 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; Installs, configures and fine tunes the database systems for the primary and backup data centers; Installs, configures and finetunes the database management system and upgrades, patches, and enhancements to the database;
INFORMATION TECHNOLOGY OFFICER III	CASUB-ITO3-50-2023	24	₱90,078.00	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)	Coordinates with 3rd party service providers and vendors for the installation, configuration, and maintenance of the database systems; Manages, maintains and monitors performance
										of the database systems;
										Assists the Technical Support Head in the conduct of capacity planning on the database systems to ensure projected requirements are met;
										Implements and maintains database security in coordination with Information Security Officer; and
	APPRO	ED FOR								
	Aa-	N A. MO	JICA							Perform other task assigned by higher authorities.
	OIC, Re	cords Of	fice							



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	CASUB-ADA6-25-2023	Grade 6	Salary ₽17,553.00	Permanent	Education Completion of two years studies in college	and the second se		Eligibility Career Service Subprofessional/ First Level Eligibility		Duties and Responsibilities: § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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;
	Aa-	/ED FOF	R POSTING							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duties and Responsibilities
. solution ride		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time; § Receives, records and routes document
										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;
DMINISTRATIVE IDE VI	CASUB-ADA6-26-2023	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 (General Services Office)	§ Documents proceedings and agreemen of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy of 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;
	APPROV	ED FOF	R POSTING							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Itom No	Salary	Monthly	Status of		Qualification	Standards		Place of	
Posicion nue		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE ASSISTANT II	Plantilla Item No.	Grade		Appointment	Education Completion of two years studies in college			Career Service Subprofessional/ First Level	Cavite State University Main Campus	Duties and Responsibilities: § Assist in coordinating administrative functions of the program; § Assist in coordinating with General Services and administrative works; § Draft communications and reports. § Coordinates and performs a range of staff and/or operational support activities for the unit; § Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems; § Establishes and maintains record systems and files; undates and maintains
ASSISTANT II		Ū	1 10,1 11.00	- officiation				First Level Eligibility	(General Services Office)	systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as
										assigned by the position;
										§ Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position;
	APPROV	ED FOF	POSTING							§ Assists in planning meetings, conferences, and seminars;
		N A. MO.								§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Detting and Descent Harry
	T functina ficeri i ito.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-16-2023	14	₱33,843.00	Permanent	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Campus (General Services Office)	 § Assists in planning, developing, and executing operating procedures of the unit; § Collects, sorts and assembles departmental-wide information and use information to prepare reports including findings, conclusions, forecasts, and recommendations; § Performs liaison work between agencies and representatives of other organizations; § Recommends to superior improved policies and procedures; § Assures that new and revised policies and procedures are properly implemented; § Prepares letters, reports and other documents as appropriate in fulfilling job duties and responsibilities; § Perform other task assigned by higher authorities.
ADMINISTRATIVE OFFICER IV	APPRON APPRON ANALYI OIC, Re		JICA ffice	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 (General Services Office)	§ Contributes in in planning, developing, and executing operating procedures of the <u>unit;</u> § Participates in the planning and programming of agency activities and assists in formulating work schedules; § Supervises and assists in the operation and direction of the department/unit; § Assists a senior official in the development of operating procedures; § Confers matters affecting personnel, policy and other administrative problems § Supervises several numbers of subordinate staff; § Recommends to superior improved policies and procedures; § Perform other task assigned by higher authorities.

Position Title	Plantilla Item No.	Salary	Monthly	Status of	_	Qualification	Standards		Place of	Duties and Dama it its
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
Position Title		Grade	Salary	Appointment	Education	the second se	The second se		-	S Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the unit; S Generally supervises the full operation of the unit; S Assists in personnel management, maintain and records at the department level, discipline, training and promotion at the unit; S Conducts special studies, presents briefs
OMINISTRATIVE FFICER V	CASUB-ADOF5-19-2023	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 (General Services Office)	and reports and recommends new policies or procedures as may be required; § Makes complex operational decisions;
										§ Supervises several numbers of personne within the sub-unit of the office;
										§ Design and/or review systems and procedures to accommodate new or additional work;
			R POSTING							§ Act as advisor on administrative matters to unit head;
	APPRO									§ Perform other task assigned by higher authorities.



Position Title Plantilla					Qualification			Place of	Deties and Development with
	Grad	e Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	Gra	e Salary ₱17,553.00	Permanent	Education Completion of two years studies in college	The second		Eligibility Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Human Resource Development Office)	Duties and Responsibilities: § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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;
	APPROVED F	OR POSTING							§ Act as liaison to transact to other government offices or company units/departments;
	Analyn A. M OIC, Records	OJICA							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility		Duties and Responsibilities: § Assist in coordinating administrative functions of the program; § Assist in coordinating with General Services and administrative works; § Draft communications and reports. § Coordinates and performs a range of staff and/or operational support activities for the
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-16-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Human Resource Development Office)	unit; § Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems; § Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as
										assigned by the position; § Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position;
	r		RPOSTING							§ Assists in planning meetings, conferences, and seminars;
	ANALY OIC, Re CvSU, II	cords O	fice							§ Perform other task assigned by higher authorities.





Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
							Laperende		Addigititelit	 § Assists in the implementation and monitoring of office programs, projects and activities; § Drafts policies, procedures and guideline pertaining to the operations of the unit;
										§ Supervises the maintenance of files and records, supplies and materials, and the preparation of reports;
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-14-2023	11	₱27,000.00	Permanent	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Campus (Human	§ Acts as personnel officer in a small or nor technical department in such matters as employee records, pay administration, training, and other related aspects of personnel administration;
										§ Functions as a representative of the department or division; discusses and interprets agency programs and procedures;
	APPROV	ED FOF	POSTING							 § Performs liaison work on behalf of superior with other officials and groups; § Review reports on the operation of a unit group of small units for use by higher-level departmental officials;
	Aa ANALYI OIC, RE	NA. MO.	IICA							§ Perform other task assigned by higher authorities.





Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Assists in the implementation and monitoring of office programs, projects and activities;
										§ Drafts policies, procedures and guidelines pertaining to the operations of the unit;
										§ Supervises the maintenance of files and records, supplies and materials, and the preparation of reports;
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-15-2023	11	₱27,000.00	Permanent	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Resource Development	§ Acts as personnel officer in a small or non- technical department in such matters as employee records, pay administration, training, and other related aspects of personnel administration;
										§ Functions as a representative of the department or division; discusses and interprets agency programs and procedures;
										§ Performs liaison work on behalf of superior with other officials and groups;
	Aar	nije	POSTING:							§ Review reports on the operation of a unit group of small units for use by higher-level departmental officials;
	ANALYN OIC, Red CvSU, Ir	cords Of	fice							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE OFFICER IV	CASUB-ADOF4-16-2023	Grade	Salary ₽36,619.00	Permanent	Education Bachelor's degree relevant to the job	the state of the s	The second	Career Service Professional/ Second Level	Cavite State University Main Campus (Human Resource	Duties and Responsibilities: § Contributes in in planning, developing, and executing operating procedures of the unit; § Participates in the planning and programming of agency activities and assists in formulating work schedules; § Supervises and assists in the operation and direction of the department/unit; § Assists a senior official in the development of operating procedures;
						experience	uannng	Eligibility	Development Office)	§ Confers matters affecting personnel, policy and other administrative problems
										§ Supervises several numbers of subordinate staff;
										§ Recommends to superior improved policies and procedures;
	APPROV	ED FO	POSTING							
	Aa	MA MO	IICA							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duffice and Duran thirty
Position Title	Plantina item NO.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Contributes in in planning, developing, and executing operating procedures of the unit;
									Cavite State	§ Participates in the planning and programming of agency activities and assists in formulating work schedules;
ADMINISTRATIVE					Bachelor's	1 year of	4 hours of	Career Service Professional/	University Main Campus (Human	§ Supervises and assists in the operation and direction of the department/unit;
OFFICER IV	CASUB-ADOF4-18-2023	15	₱36,619.00	Permanent	degree relevant to the job	relevant experience	relevant training	Second Level Eligibility	Resource Development	 § Assists a senior official in the development of operating procedures; § Confers matters affecting personnel, policy
								Englowity	Office)	and other administrative problems § Supervises several numbers of subordinate
										staff; § Recommends to superior improved policies and procedures;
										§ Perform other task assigned by higher authorities.
										§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time;
							2.			§ Receives, records and routes documents addressed to the Chief/Unit Head;
ADMINISTRATIVE					Completion of		None	Career Service Subprofessional/	Cavite State University Main Campus	§ Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
AIDE VI	CASUB-ADA6-28-2023	6	₽17,553.00	Permanent	two years studies in college	None required	required	First Level Eligibility	(Procurement Management	§ 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;
	APPRO	ED FOF	R POSTING							§ Coordinates preparation of documents needed in the operations of unit;
	Aa	N A. MO.								§ Act as liaison to transact to other government offices or company units/departments;
	OIC, Re	cords Of	fice							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies;
									Cavite State	§ Draft communications, reports and other official documents.
ADMINISTRATIVE ASSISTANT I	CASUB-ADAS1-9-2023	7	₱18,620.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level	Campus (Procurement	§ Coordinates and performs a range of staff and/or operational support activities for the unit;
								Eligibility	Management Office)	§ Conducts canvass of prices of requested supplies, office equipment, and among others, as may be required;
										§ Renders assistance during the conduct of annual inventory of office equipment/ properties and monthly inventory of office supplies;
										§ Perform other task assigned by higher authorities.
										§ Assists in planning, developing, and executing operating procedures of the unit;
									Cavite State	§ Collects, sorts and assembles departmental-wide information and use information to prepare reports including findings, conclusions, forecasts, and recommendations;
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-17-2023	14	₱33,843.00	(2) CONTRACTOR CONTRACTOR (2017) 2017	Bachelor's degree relevant	1 year of relevant	4 hours of relevant	Career Service Professional/ Second Level	Campus (Procurement	§ Performs liaison work between agencies and representatives of other organizations;
			DOOTING		to the job	experience	training	Eligibility	Management Office)	§ Recommends to superior improved policies and procedures;
	K		RPOSTING							§ Assures that new and revised policies and procedures are properly implemented;
	AAA ANALYI OIC, Re	A. MO								§ Prepares letters, reports and other documents as appropriate in fulfilling job duties and responsibilities; § Perform other task assigned by higher
	CvSU, I	ndang, d	avite							authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Contributes in in planning, developing, and executing operating procedures of the unit;
										§ Participates in the planning and programming of agency activities and assists in formulating work schedules;
					Destated			Career Service	Cavite State University Main	§ Supervises and assists in the operation and direction of the department/unit;
ADMINISTRATIVE OFFICER IV	CASUB-ADOF4-19-2023	15	₱36,619.00	Permanent	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Professional/ Second Level Eligibility	Campus (Procurement	§ Assists a senior official in the development of operating procedures;
									Management Office)	§ Confers matters affecting personnel, policy and other administrative problems
										§ Supervises several numbers of subordinate staff;
										§ Recommends to superior improved policies and procedures;
										§ Perform other task assigned by higher authorities.
										§ Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the unit;
										§ Generally supervises the full operation of the unit;
						2		Career Service	Cavite State University Main	§ Assists in personnel management, maintain and records at the department level, discipline, training and promotion at the unit;
ADMINISTRATIVE OFFICER V	CASUB-ADOF5-20-2023	18	₱46,725.00	Permanent	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Professional/ Second Level	Campus (Procurement	§ Conducts special studies, presents briefs and reports and recommends new policies or procedures as may be required;
								Eligibility	Management Office)	§ Makes complex operational decisions; § Supervises several numbers of personnel
	APPRO	ED FOR	R POSTING							within the sub-unit of the office; § Design and/or review systems and procedures
	Aa-	min								to accommodate new or additional work;
		A. MO	JICA							§ Act as advisor on administrative matters to unit head;
		cords O ndang, C	and the second se							§ Perform other task assigned by higher authorities.





Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
Position file	Fiancina item NO.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	CASUB-ADA6-29-2023		P17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		 § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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.

Aamin ANALYN A. MOJICA

ANALYN A. MOJICA OIC, Records Office CvSU, Indang, Cavite June 30, 2023



Caracter Grade Salary Appointment Education Training Experience Eligibility Assignment Schedulas/c such as training meetings/app. ADMINISTRATIVE ADMINISTRATIVE ADMINISTRATIVE Appointment Completion of Naco Career Service Career Service Career State § Documents of meetings as Head, distribut	Position Title	Detter in the second second
ADMINISTRATIVE		Duties and Responsibilities:
AIDE VI AIDE V	ADMINISTRATIVE AIDE VI	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duties and Demonstration
Fosition ritle		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-18-2023	14	₱33,843.00	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 (Records)	 § Assists in planning, developing, and executing operating procedures of the unit; § Collects, sorts and assembles departmental-wide information and use information to prepare reports including findings, conclusions, forecasts, and recommendations; § Performs liaison work between agencies and representatives of other organizations; § Recommends to superior improved policies and procedures; § Assures that new and revised policies and procedures are properly implemented; § Prepares letters, reports and other documents as appropriate in fulfilling job duties and responsibilities; § Perform other task assigned by higher authorities.
ADMINISTRATIVE AIDE VI	Aa-				Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Supply)	 § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duties and Decembra it initia
Position fille	Fiantina item ivo.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Assist in coordinating administrative functions of the program;
										§ Assist in coordinating with General Services and administrative works;
										§ Draft communications and reports.
										§ Coordinates and performs a range of staff and/or operational support activities for the unit;
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-18-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Supply Office)	§ Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems;
										§ Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position;
	APPRO	/ED FOF	R POSTING							§ Assists with coordinating the work of othe staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position;
	ANALY	N A. MO								 § Assists in planning meetings, conferences, and seminars; § Perform other task assigned by higher authorities.





Position Title	Plantilla Item No.	Salary		Status of		Qualification	Standards	Place of		
Position Title	Fiantina item No.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-19-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Supply Office)	 § Assist in coordinating administrative functions of the program; § Assist in coordinating with General Services and administrative works; § Draft communications and reports § Coordinates and performs a range of staff and/or operational support activities for the unit; § Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems; § Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position; § Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position; § Assists in planning meetings, conferences, and seminars; § Perform other task assigned by higher authorities.
ADMINISTRATIVE OFFICER IV	Aa-	15 VED FOF		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 (Supply Office)	 § Contributes in in planning, developing, and executing operating procedures of the unit; § Participates in the planning and programming of agency activities and assists in formulating work schedules; § Supervises and assists in the operation and direction of the department/unit; § Assists a senior official in the development of operating procedures; § Confers matters affecting personnel, policy and other administrative problems § Supervises several numbers of subordinate staff; § Recommends to superior improved policies and procedures; § Perform other task assigned by higher authorities.

Tomobul

Plantilla Item No.	Grade	Salam						Place of	
		Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
Analyn OIC, Red	ED FOR	POSTING	Permanent	two years studies	None required	None required	Career Service Subprofessional/ First Level Eligibility	Campus (Accounting)	§ Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time; § Receives, records and routes document 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 agreement of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy f 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.
	APPROV Aan ANALYN	APPROVED FOR Aamie ANALYN A. MOU	APPROVED FOR POSTING:	ASUB-ADA6-32-2023 6 P17,553.00 Permanent APPROVED FOR POSTING: ANALYN A. MOJICA	APPROVED FOR POSTING AAAMA ANALYN A. MOJICA	ASUB-ADA6-32-2023 6 P17,553.00 Permanent two years studies None required in college None required in college	ASUB-ADA6-32-2023 6 Permanent two years studies None required Required Required APPROVED FOR POSTING:	ASUB-ADA6-32-2023 6 P17,553.00 Permanent two years studies in college None required None required First Level Eligibility	ASUB-ADA6-32-2023 6 P17,553.00 Permanent two years studies in college None required None required Subprofessional/ First Level Eligibility (Accounting)



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Assist in coordinating administrative functions of the program;
										§ Assist in coordinating with General Services and administrative works;
										§ Draft communications and reports.
										§ Coordinates and performs a range of staff and/or operational support activities for the unit;
										§ Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems;
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-20-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	(Accounting Office)	§ Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position;
										§ Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position;
	r		POSTING							§ Assists in planning meetings, conferences, and seminars;
	Aan ANALYI OIC, Re	A. MO.								§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
T OSIGOTI THE	r lantina item No.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-16-2023	11	₽27,000.00	Permanent	Bachelor's degree relevant	None required	None	Career Service Professional/	Cavite State University Main Campus	 § Assists in the implementation and monitoring of office programs, projects and activities; § Drafts policies, procedures and guidelines pertaining to the operations of the unit; § Supervises the maintenance of files and records, supplies and materials, and the preparation of reports; § Acts as personnel officer in a small or nontechnical department in such matters as employee records, pay administration, training, and other related aspects of personnel
OFFICER					to the job		required	Second Level Eligibility	(Accounting Office)	administration; § Functions as a representative of the department or division; discusses and interprets agency programs and procedures; § Performs liaison work on behalf of superior with other officials and groups; § Review reports on the operation of a unit group of small units for use by higher-level departmental officials; § Perform other task assigned by higher
ADMINISTRATIVE OFFICER V	Analyi OIC, Re		fice		Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus (Accounting Office)	authorities. § Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the unit; § Generally supervises the full operation of the unit; § Assists in personnel management, maintain and records at the department level, discipline, training and promotion at the unit; § Conducts special studies, presents briefs and reports and recommends new policies or procedures as may be required; § Makes complex operational decisions; § Supervises several numbers of personnel within the sub-unit of the office; § Design and/or review systems and procedures to accommodate new or additional work; § Act as advisor on administrative matters to unit head; § Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Dution and Responsibilition
T USIGON THE	r fantina item ito.	Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	Aa-		P17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		 § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, 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.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										§ Assist in coordinating administrative functions of the program;
										§ Assist in coordinating with General Services and administrative works;
										§ Draft communications and reports.
										§ Coordinates and performs a range of s and/or operational support activities for the unit;
DMINISTRATIVE SSISTANT II	CASUB-ADAS2-21-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Campus (Budget	§ Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative an operational problems;
										§ Establishes and maintains record systems and files; updates and maintain complex records and reports related to assigned program and activities includin those of a confidential nature; prepares Board reports and agenda items as assigned by the position;
										§ Assists with coordinating the work of or staff members to assure timely completing of work and to assure that records are complete and accurate; provides training assigned office personnel as assigned b
	Aar	noja	POSTING:							the position: § Assists in planning meetings, conferences, and seminars;
	ANALY OIC, Re	A. MO.	fice							§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	1
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-17-2023	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 (Budget Office)	§ Assists in the implementation and monitoring of office programs, projects and activities; § Drafts policies, procedures and guidelines pertaining to the operations of the unit; § Supervises the maintenance of files and records, supplies and materials, and the <u>preparation of reports;</u> § Acts as personnel officer in a small or non technical department in such matters as employee records, pay administration, training, and other related aspects of <u>personnel administration;</u> § Functions as a representative of the department or division; discusses and interprets agency programs and <u>procedures;</u> § Performs liaison work on behalf of superior with other officials and groups; § Review reports on the operation of a unit group of small units for use by higher-level departmental officials; § Perform other task assigned by higher authorities.
ADMINISTRATIVE OFFICER IV	CASUB-ADOF4-21-2023 APPROV AAAA ANALYN OIC, Red	ED FOF		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 (Budget Office)	§ Contributes in in planning, developing, and executing operating procedures of the <u>unit;</u> § Participates in the planning and programming of agency activities and assists in formulating work schedules; § Supervises and assists in the operation and direction of the department/unit; § Assists a senior official in the <u>development of operating procedures;</u> § Confers matters affecting personnel, policy and other administrative problems § Supervises several numbers of subordinate staff; § Recommends to superior improved policies and procedures; § Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	Duties and Responsibilities.
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
DMINISTRATIVE DE VI	CASUB-ADA6-34-2023		₽17,553.00	Permanent	Completion of two years studies in college	None required		Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus	 § Schedules/calendars the unit activities such as training and workshops, meetings/appointments of the Chief/Unit Head with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time; § Receives, records and routes documer 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 agreement of meetings as assigned by the Chief/Unit Head, distributes copies of the minutes to concerned parties as well as files a copy future reference.
										§ Prepare and or encodes reports, letters presentations and other official communications;
										§ Coordinates preparation of documents needed in the operations of unit;
	K		POSTING							§ Act as liaison to transact to other government offices or company units/departments;
	ANALY OIC, Re	N A. MO. cords Of	fice							§ Perform other task assigned by higher authorities.
		ndang, C								
	June	e 30, 202	3							a Querral Z.

Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
										 § Assist in coordinating administrative functions of the program; § Assist in coordinating with General Services and administrative works;
										§ Draft communications and reports. § Coordinates and performs a range of standard content of st
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-22-2023	8	₱19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Cashier's Office)	and/or operational support activities for the unit; § Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems;
										§ Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position;
	r		POSTING:							§ Assists with coordinating the work of othe staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position: § Assists in planning meetings,
	Aan ANALY OIC, Re	A. MO.								§ Perform other task assigned by higher authorities.



Position Title	Plantilla Item No.	Salary	Monthly	Status of		Qualification	Standards		Place of	
		Grade	Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-23-2023	8	₽19,744.00	Permanent	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (Cashier's Office)	 § Assist in coordinating administrative function of the program; § Assist in coordinating with General Services and administrative works; § Draft communications and reports. § Coordinates and performs a range of staff and/or operational support activities for the und/or operational support activities for the und/or operating units in the resolution of day-to-day administrative and operational problems; § Establishes and maintains record systems a files; updates and maintains complex records and reports related to assigned program and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the position; § Assists with coordinating the work of other staff members to assure timely completion of work and to assure that records are complete and accurate; provides training to assigned office personnel as assigned by the position; § Assists in planning meetings, conferences, and seminars; § Perform other task assigned by higher authorities.
ADMINISTRATIVE OFFICER III	r	VED FOF		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 (Cashier's Office)	 § Assists in planning, developing, and execution operating procedures of the unit; § Collects, sorts and assembles departmental-wide information and use information to prepare prots including findings, conclusions, forecasts, and recommendations; § Performs liaison work between agencies and representatives of other organizations; § Recommends to superior improved policies and procedures; § Assures that new and revised policies and procedures; § Prepares letters, reports and other document as appropriate in fulfilling job duties and responsibilities; § Perform other task assigned by higher authorities.

- traces



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 <u>office.president@cvsu.edu.ph</u>

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.

APPROVED FOR POSTING:

Aamoja

ANALYN A. MOJICA OIC, Records Office CvSU, Indang, Cavite June 30, 2023

