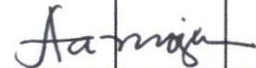


# Office of the Vice President for Administrative and Support Services

# 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-ADA6-18-2023	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 Vice president for Administrative and Support Services)	§ 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;
										§ 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 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;
										§ Act as liaison to transact to other government offices or company units/departments;
										§ Perform other task assigned by higher authorities.

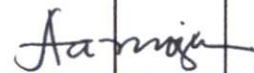
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-14-2023	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 (Office of the Vice president for Administrative and Support Services)	§ 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.


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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-24-2023	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 (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;
										§ Perform other task assigned by higher authorities.

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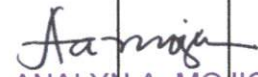
  
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
INFORMATION SYSTEM ANALYST I	CASUB-INFOSA1-46-2023	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)	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;
										Translate highly technical specifications into clear non-technical requirements;
										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;
										Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms; and
										Perform other task assigned by higher authorities.


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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
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)	Encodes data sources for system processing;
										Operates assigned information systems;
										Assists in the maintenance of document management of the institutions;
										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
										Perform other task assigned by higher authorities.

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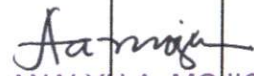
  
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
INFORMATION TECHNOLOGY OFFICER II	CASUB-ITO2-49-2023	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)	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
										Perform other task assigned by higher authorities.

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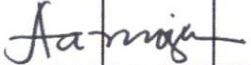
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					Education	Training	Experience	Eligibility		
INFORMATION TECHNOLOGY OFFICER III	CASUB-ITO3-50-2023	24	₱90,078.00	Permanent	Master's Degree	4 years in position/s involving management and supervision	40 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus- (Management Information System Office)	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;
										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
										Perform other task assigned by higher authorities.

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ADMINISTRATIVE AIDE VI	CASUB-ADA6-25-2023	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 (General Services 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;
										§ Perform other task assigned by higher authorities.

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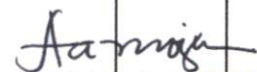
Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-26-2023	6	₱17,553.00	Permanent	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	Cavite State University Main Campus (General Services Office)	§ 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.

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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 ASSISTANT II	CASUB-ADAS2-15-2023	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 (General Services 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.

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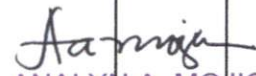
  
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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-16-2023	14	₱33,843.00	Permanent	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Cavite State University Main 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	CASUB-ADOF4-15-2023	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 (General Services 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.

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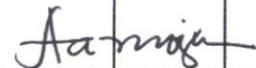
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER V	CASUB-ADOF5-19-2023	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)	§ 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.

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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-27-2023	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 (Human Resource Development 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;
										§ Perform other task assigned by higher authorities.

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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 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)	§ 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.

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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 ASSISTANT II	CASUB-ADAS2-17-2023	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)	§ 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.

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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 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	Cavite State University Main Campus (Human Resource Development 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 preparation of reports;
										§ 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;
										§ 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.

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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 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	Cavite State University Main Campus (Human Resource Development 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 preparation of reports;
										§ 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;
										§ 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.

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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 OFFICER IV	CASUB-ADOF4-16-2023	15	P36,619.00	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 (Human Resource Development 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.

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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER IV	CASUB-ADOF4-18-2023	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 (Human Resource Development 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.
ADMINISTRATIVE AIDE VI	CASUB-ADA6-28-2023	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 (Procurement Management 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; § Perform other task assigned by higher authorities.

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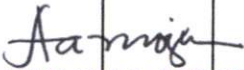
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 June 30, 2023



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 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 Eligibility	Cavite State University Main Campus (Procurement Management Office)	§ Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies;
										§ Draft communications, reports and other official documents.
										§ Coordinates and performs a range of staff and/or operational support activities for the unit;
										§ 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.
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-17-2023	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 (Procurement Management 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.

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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 OFFICER IV	CASUB-ADOF4-19-2023	15	P36,619.00	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 (Procurement Management 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;
ADMINISTRATIVE OFFICER V	CASUB-ADOF5-20-2023	18	P46,725.00	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 (Procurement Management Office)	§ 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;
										§ 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.

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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-ADA6-29-2023	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 (Records)	§ 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.

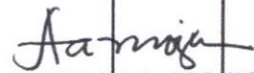
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-30-2023	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 (Records)	<p>§ 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;</p> <p>§ Receives, records and routes documents addressed to the Chief/Unit Head;</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 Chief/Unit Head, 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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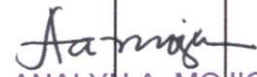
Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER III	CASUB-ADOF3-18-2023	14	₱33,843.00	Permanent	Bachelor's degree relevant 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	CASUB-ADA6-31-2023	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 (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.

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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 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)	§ 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.

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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 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	CASUB-ADO4-20-2023	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 (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.

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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-ADA6-32-2023	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 (Accounting)	<p>§ 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;</p> <p>§ Receives, records and routes documents addressed to the Chief/Unit Head;</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 Chief/Unit Head, 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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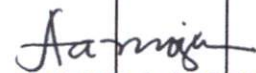
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-20-2023	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	Cavite State University Main Campus (Accounting 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.

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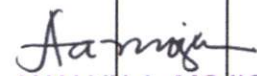
June 30, 2023





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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-16-2023	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 (Accounting 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 preparation of reports; § 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; § 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 V	CASUB-ADOF5-21-2023	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 (Accounting Office)	§ 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.

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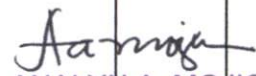
  
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-33-2023	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 (Budget)	§ 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.

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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 ASSISTANT II	CASUB-ADAS2-21-2023	8	P19,744.00	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 (Budget 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.

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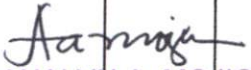
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Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
					Education	Training	Experience	Eligibility		
ADMINISTRATIVE OFFICER II	CASUB-ADOF2-17-2023	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 preparation of reports; § 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; § 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	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 (Budget 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.

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					Education	Training	Experience	Eligibility		
ADMINISTRATIVE AIDE VI	CASUB-ADA6-34-2023	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 (Cashier's 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;
										§ Perform other task assigned by higher authorities.

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					Education	Training	Experience	Eligibility		
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)	§ 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.

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June 30, 2023



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 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 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 III	CASUB-ADOF3-19-2023	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 (Cashier's 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.

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June 30, 2023



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:

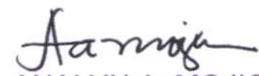
<b>DR. HERNANDO D. ROBLES, CEO VI</b>
University President
Cavite State University, Bancod, Indang, Cavite
<a href="mailto:office.president@cvsu.edu.ph">office.president@cvsu.edu.ph</a>

**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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