


# Office of the Vice President for Planning and Development

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-ADA6-19-2023	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 Planning and Development)	§ 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.

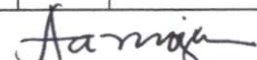
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ANALYN A. MOJICA  
OIC, Records Office  
CvSU, Indang, Cavite  
June 30, 2023



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ADMINISTRATIVE AIDE VI	CASUB-ADA6-21-2023	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 (Planning and Development Office)	§ 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;
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ADMINISTRATIVE AIDE VI	CASUB-ADA6-22-2023	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 (Project Management Office)	<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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ADMINISTRATIVE AIDE VI	CASUB-ADA6-23-2023	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 (Quality Assurance 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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ADMINISTRATIVE OFFICER II	CASUB-ADOF2-13-2023	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 (Quality Assurance 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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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 9, 2023**.

1. Letter of application
2. Applicant's Portfolio (includes the resume, photocopy of TOR and Diploma, and other supporting documents about the applicant's credentials)
3. IPCR and SET ratings (for CvSU employee) in the present position for one (1) year, if applicable. Performance rating from last employer if any (for non-CvSU employee)
4. Photocopy of certificate of eligibility/license/rating (if applicable)

**Note:**

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

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

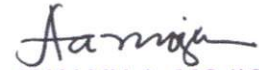
**DR. HERNANDO D. ROBLES, CEO VI**  
\_\_\_\_\_  
University President  
\_\_\_\_\_  
Cavite State University, Bancod, Indang, Cavite  
\_\_\_\_\_  
[office.president@cvsu.edu.ph](mailto:office.president@cvsu.edu.ph)  
\_\_\_\_\_

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

**EEOP Statements:**

1. Prioritization of pregnant women, lactating/breastfeeding mothers and differently able applicants/employees shall be ensured during the conduct of interview and exam.
2. Examination and interview of applicants with disability shall be administer through the assistance of Special Education Teachers from the College of Education.
3. During the interview, the HRMPSB members shall only ask question related to selection criteria. Panelist may only ask questions about candidates' disability only in so far as to determine whether the same may put the life of the person or their colleagues in danger.

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