Office of the Vice **President for Planning** and Development

PUBLICATION OF NON-ACADEMIC VACANT PLANTILLA POSITION

Desities Title	Diantilla Itom No	Salary	Monthly Salary	Status of		Qualificatio	n Standards		Place of	Duties and Responsibilities
Position litie P	Fiantina item NO.	Grade	wontiny salary	Appointment	Education	Training	Experience	Eligibility	Assignment	buttes and responsibilities.
	Diantilla Itom No	Grade	₱17,553.00	Appointment	Education Completion of two years studies in college	the second se	and the second se	Eligibility Career Service Subprofessional/First Level Eligibility	Assignment Cavite State University Main	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;
			VED FOR PO							§ Perform other task assigned by higher authorities.

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Desities Title	Plantilla Item No.	Salary	Monthly Salary	Status of		Qualificatio	n Standards		Place of	Duties and Responsibilities:
Position Title	Plantilla item No.	Grade	wonthy Salary	Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities.
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; § Perform other task assigned by higher
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		Grade		Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	CASUB-ADA6-22-2023		₱17,553.00 /ED FOR PC	Permanent STING:	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)	 § 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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		Grade		Appointment	Education	Training	Experience	Eligibility	Assignment	Duties and Responsibilities:
ADMINISTRATIVE AIDE VI	Plantilla Item No.	Grade	Monthly Salary ₱17,553.00		Education Completion of two years studies in college	The second s		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;
			VED FOR PO	STING						§ Act as liaison to transact to other government offices or company units/departments;
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OIC, Records Office CvSU, Indang, Cavite June 30, 2023



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OFFICER II 2023 In Permanent relevant to the job second Level Eligibility Campus (Quality Assurance Office) Second interprets agency programs and procedures; Second interprets agency programs and procedures; Second Second Level Eligibility Second Level Eligibility Second Level Eligibility Assurance Office) Second Relevant to the job second interprets agency programs and procedures; Second Second Level Eligibility Second Level Eligibility Second Level Eligibility Assurance Office) Second Relevant to the job second Level Eligibility Second Relevant of division; discusses and interprets agency programs and procedures; Second Relevant to the job second Level Eligibility Second Level Eligibility Second Level Eligibility Assurance Office) Second Relevant of division; discusses and interprets agency programs and procedures; Second Relevant to the job second Rele	OFFICER II 2023 11 Partmanent relevant to the job None required Professional/Second Level Eligibility Campus (Quality Assurance Office) § 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;	OFFICER II 2023 11 Permanent relevant to the job None required Professional second Level Eligibility Campus (Quality Assurance Office) § Functions as a representative of the department or division; discusses and interprets agency programs and procedures § Performs liaison work on behalf of superio with other officials and groups; § Review reports on the operation of a unit group of small units for use by higher-level			Grade	Monthly Salary	Appointment	Bachelor's degree	Training	Experience	Career Service	Assignment Cavite State	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
	with other officials and groups; § Review reports on the operation of a unit	with other officials and groups; § Review reports on the operation of a unit group of small units for use by higher-level	OFFICER II	2023	11 127,000.00	P27,000.00 P	Permanent	relevant to the job	None required	None required		Campus (Quality	department or division; discusses and
	§ Review reports on the operation of a unit	§ Review reports on the operation of a unit group of small units for use by higher-level											

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Interested and gualified 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

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:

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