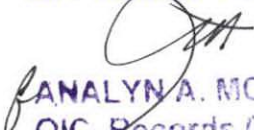


# **ANNOUNCEMENT OF VACANT NON-ACADEMIC PLANTILLA POSITION**

**SEPTEMBER 5, 2023**


**APPROVED FOR POSTING:**

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

09-05-2023


No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	STATUS	Qualification Standards					Place of Assignment	Duties and Responsibilities
						Education	Training	Experience	Eligibility	Competency( if applicable)		
1	SCIENCE RESEARCH ASSISTANT	CASUB-SRAS-1-1998	9	PHP 21,211.00	PERMANENT	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service Subprofessional/ First level Eligibility	N/A	Cavite State University Main Campus - Research Center	<p>Maintain quality standards to preserve the integrity of data and findings</p> <p>Conduct various experiments using different analytical methods and spectroscopic techniques</p> <p>Disseminate research findings at scientific meetings and conferences</p> <p>Analyze research data, interpret results, prepare manuscripts and presentations</p> <p>Conduct literature searches and maintain citation databases</p> <p>Prepare the list of laboratory needs</p> <p>Perform other duties assigned by the higher authorities</p>
2	MEDICAL OFFICER III	CASUB-MDOF3-1- 2010	21	PHP 63,997.00	PERMANENT	Doctor of Medicine	None required	None required	RA 1080 (Physician)	N/A	Cavite State University Main Campus (OVPASS)	<p>Oversee the day to day activities of the University Health Services Unit</p> <p>To provide curative care through attending consultations/check-up and emergency treatment</p> <p>To provide preventive care thru annual physical and laboratory examinations</p> <p>To promote health care program thru (a) Health Education and (b) Information Dissemination thru distribution and posting of health advisories pamphlets and brochures</p> <p>Other intervening task (attending consultations at night, attend seminars/lectures, symposium related to health).</p>

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3	ADMINISTRATIVE OFFICER II	CASUB-ADOF2-246- 2016	11	PHP 27,000.00	PERMANENT	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Cavite State University Main Campus (OVPRE)	<p>Support the unit and help to identify potential modifications in the office as needed;</p> <p>Perform technical and administrative support services functions related in the areas of research and extension.</p> <p>Responsible in settling of unexpended balances of externally funded projects with different funding agencies;</p> <p>Supervise monitoring team in reviewing reports to ensure that high quality reports are submitted on time; and</p> <p>Perform other duties that may be assigned by higher authorities.</p>
4	LIBRARIAN I	CASUB-LIB1-259- 2016	11	PHP 27,000.00	PERMANENT	Bachelor's degree in Library Science or Information Science in Education/Arts major in Library Science	none required	none required	RA 1080 (Librarian)	N/A	Cavite State University Carmona Campus	<p>Assist faculty, staff, students and outside researchers to their needs inside the library (Readers' services)</p> <p>Perform library technical services (Accessioning, Cataloging and Classifying, Labelling and etc)</p> <p>Preservation and conservation of library materials</p> <p>Prepare and update accreditation documents</p> <p>Performs other duties assigned by the immediate supervisor</p>

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5	ADMINISTRATIVE ASSISTANT V (CTA)	CASUB-ADASS-266- 2016	11	PHP 27,000.00	PERMANENT	Completion of two years studies in college or High School graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Relevant MC 11, s. 1996 Career Service Subprofessional/ First Level Eligibility	N/A	Cavite State University Main Campus	Manage the appointments/schedule of activities of the unit head and its' function;  Review and assess documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations prior to endorsing the unit heads for information/ approval/ instructions;  Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents.  Handle critical and confidential matters as assigned by unit head;  Provide administrative support to office;  Explains and disseminates information concerning agency programs and procedures;  Responds to inquiries regarding technical program or administrative regulations, policies, and procedures;  Perform other task assigned by higher authorities.	

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

SEP 15 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.

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*[Signature]*  
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