

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

MARCH 13, 2024

PUBLICATION OF VACANT NON-ACADEMIC PLANTILLA POSITIONS

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Status of Appointment	Qualification Standards				Place of Assignment	Duties and Responsibilities:
						Education	Training	Experience	Eligibility		
1	ATTORNEY IV	CASUB-ATY4-37-2023	23	₱80,003.00	Permanent	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)	Cavite State University Main Campus-Legal Services Office	<p>Provides legal counsel in all matters pertaining to their official duties or concerns;</p> <p>Reviews and recommends proper action on contracts;</p> <p>Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality;</p> <p>Makes preliminary studies of administrative charges and conducts formal investigation as required;</p> <p>Conducts legal research especially on forestry laws and regulations and recommends proper action;</p> <p>Interprets all policies affecting the University;</p> <p>Represents the University in conferences and seminars involving legal and policy matters;</p> <p>Appears in any case involving the University; and</p> <p>Perform other task assigned by higher authorities.</p>
2	MEDICAL OFFICER III	CASUB-MDOF3-1-2010	21	₱63,997.00	Permanent	Doctor of Medicine	None required	None required	RA 1080	Cavite State University Main Campus-University Health Services Unit	<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>
3	ACCOUNTANT II	CASUB-A2-18-2023	16	₱39,672.00	Permanent	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	Cavite State University Main Campus-Accounting Office	<p>Records all official financial transactions, journal entries and accounts classification;</p> <p>Keep and maintain complete, accurate and update subsidiary ledgers for all accounts;</p> <p>Review and certify payroll/compensation of university personnel;</p> <p>Analyze and verifies financial statements and schedules;</p> <p>Review and certify book of accounts payable;</p> <p>Supervise the preparation of financial statements, reconciliation and analysis of accounts, claims and other records;</p> <p>Perform other task assigned by higher authorities.</p>

4	LEGAL ASSISTANT III	CASUB-LEA3-34-2023	14	P33,843.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of relevant training	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus-Legal Services Office	Receiving, organizing, maintaining and safekeeping of documentary requirements submitted by the covered entities;
5		CASUB-LEA3-35-2023									Providing immediate assistance through constant email engagements and phone calls of lacking compliance requirement or document;
6	VOCATIONAL PLACEMENT COORDINATOR I	CASUB-VOCPC1-1-1998	13	P31,320.00	Permanent	Bachelor's degree relevant to the job	None required	None required	PBET/Teacher/RA 1080 Career Service (Professional) Second Level Eligibility	Cavite State University Main Campus-OSAS	Handling client inquiries and complaints from submitting entities;
											Receives, logs, monitors, and reports all complaints received via phone calls, letters and/or email messages;
											Prepares periodic status report of the registration status of the covered entities;
											Adheres to university policies and procedures; and
											Perform other task assigned by higher authorities.
											Coordinates the work of guidance counselors, undertakes placement of students and graduates in the various occupational fields and the adjustments of those already employed;
											Makes periodic studies and surveys of occupational sectors.
											Recommends modifications, enrichment of course studies for purposes of current and future relevance; initiates new program and recommends closure of obsolete courses;
7	LEGAL ASSISTANT II	CASUB-LEA2-32-2023	12	P29,165.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus-Legal Services Office	Helps in course placement, employment, probation, and adjustment of students and graduates
		CASUB-LEA2-33-2023									Conducts follow-up of school leavers, recommends remedial work for drop outs and program for the advancement of the employee;
8	LEGAL ASSISTANT II	CASUB-LEA2-33-2023	12	P29,165.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus-Legal Services Office	Helps develop and promote special courses, cooperates training schemes, retraining program or extension course;
											Performs extension and research works and other duties that maybe assigned from time to time.
											Represents the University in conferences and seminars involving legal and policy matters;
											Performs varied relatively difficult legal work;
											Supports case preparation by preparing case summaries and materials;
											Assists lawyers during representations in courts;
											Research on laws, issuances, jurisprudence, rules and regulations;
											Take action and/or prepare responses to queries and act on routine and simple legal issues;
8	LEGAL ASSISTANT II	CASUB-LEA2-33-2023	12	P29,165.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus-Legal Services Office	Draft basic legal documents and instruments such as contracts, deeds and memoranda;
											Comment on the legality and appropriateness of contracts, deeds, memoranda, correspondences;
											Communicate and coordinate correspondences with various officials and offices; and
8	LEGAL ASSISTANT II	CASUB-LEA2-33-2023	12	P29,165.00	Permanent	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	Cavite State University Main Campus-Legal Services Office	Perform other task assigned by higher authorities.

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Interested and qualified applicant may send their letter of application to the Office of the President with the following documents on or before -

MAR 23 2024

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 rating (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.

EEOP statement:

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.

