

ANNOUNCEMENT OF VACANT NON-ACADEMIC PLANTILLA POSITION

April 25, 2024

APPROVED FOR POSTING:

Analyn A. Mojica

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CvSU, Indang, Cavite

04-25-2024

PUBLICATION OF VACANT NON-ACADEMIC PLANTILLA POSITIONS (APRIL 2024)

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	CHIEF ADMINISTRATIVE OFFICER	CASUB-CADOF-2-2004	24	₱90,078.00	PERMANENT	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/M anagement Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/M anagement Experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus-Office for Director of Administration	Assist the office of the Vice-President for Administrative and Services on the day to day management or operation of the University. Plan and formulate policies and programs concerning administrative services Review and recommend proposals and other documents relative to administration to ensure compliance with policies and that they are consistent with existing law, policies, rules and regulations. Supervise the implementation of programs and activities relative to administrative services considering the rules and regulations of oversight agencies such as CSC, CHED, DBM, etc. Perform other task assigned by higher authorities.
2	CHIEF ADMINISTRATIVE OFFICER	CASUB-CADOF-1-2004	24	₱90,078.00	PERMANENT	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/M anagement Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/M anagement Experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus-Financial Management Service Office	Assist the office of the Vice-President for Administrative and Services on the day to day management or operation of the University. Plan and formulate policies and programs concerning financial services. Coordinates with management as to overall financial concerns of the University Prepares financial plan, control, monitor and evaluate execution of such plan Perform other task assigned by higher authorities.

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3	SUPERVISING ADMINISTRATIVE OFFICER	CASUB-SADOF-20-2023	22	₱71,511.00	PERMANENT	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus- Human Resource Development Office	Align work outputs and processes to the directions and priorities of the department in conformance to internal and external policies that are applicable to the department. Review, develop and recommend internal work processes, guidelines, standards, policies and procedures that are applicable to the division in compliance with the guidelines of QMS and other oversight agencies; Supervise and monitor the implementation of the core functions of HR. Evaluate and submit periodic and special reports for the division; Assist in the implementation of other programs and activities; and Perform other task assigned by higher authorities.
4	EXECUTIVE ASSISTANT III	CASUB-EXA3-45-2023	20	₱57,347.00	COTERMINOUS	Bachelor's degree	8 hours of relevant training	2 years of experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus	Manage the appointments, meetings, schedules, travels and activities of the head being served. Assist in the preparations of memoranda and communications on matters being considered by executive bodies and assist in to the implementation of those programs. Conduct research and information gathering for summaries and reports. Perform other task assigned by higher authorities.

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5	ADMINISTRATIVE OFFICER V (2)	CASUB-ADOF5-1-2008 ; CASUB-ADOF5-5-2004	18	₱46,725.00	PERMANENT	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus	<p>Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the unit.</p> <p>Generally supervises the full operation of the unit.</p> <p>Assists in personnel management, maintain and records at the department level, discipline, training and promotion at the unit.</p> <p>Conducts special studies, presents briefs and reports and recommends new policies or procedures as may be required;</p> <p>Makes complex operational decisions;</p> <p>Supervises several numbers of personnel within the sub-unit of the office.</p> <p>Design and/or review systems and procedures to accommodate new or additional work;</p> <p>Act as advisor on administrative matters to unit head.</p> <p>Perform other task assigned by higher authorities.</p>
6	INFORMATION SYSTEM ANALYST II	CASUB-INFOSA2-47-2023	16	₱39,672.00	PERMANENT	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Cavite State University Main Campus	<p>Perform design, implementation, and upgrades of information systems to meet the business and user needs;</p> <p>Confers with users and departments to analyze current and projected data information needs, resources, and system performance and conducts research about new systems and modifications.</p> <p>Participates in planning projects related to existing or proposed systems; tracks project time and costs;</p> <p>Works with user departments to develop detailed design specifications, definitions, flow charts, diagrams, performance criteria, and testing methods; develops and documents operational procedures for data elements and sources.</p> <p>Assists in the planning and future development of the University database requirements and assists division management in implementation of required upgrades or replacement of current hardware or database version releases; and</p> <p>Perform other task assigned by higher authorities.</p>

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7	ADMINISTRATIVE OFFICER III (2)	CASUB-ADOF3-243-2016; CASUB-ADOF3-244-2016	14	₱33,843.00	PERMANENT	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus	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.
8	ADMINISTRATIVE OFFICER II (3)	CASUB-ADOF2-8-2004; CASUB-ADOF2-245-2016; CASUB-ADOF2-246-2016	11	₱27,000.00	PERMANENT	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Cavite State University Main Campus	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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9	ADMINISTRATIVE ASSISTANT V	CASUB-ADAS5-263-2016; CASUB-ADAS5-264-2016; CASUB-ADAS5-266-2016	11	₱27,000.00	COTERMINOUS	*Must be able to read and write/ Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***Completion of two years studies in colleges or High School/graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/Fits I Level Eligibility	N/A	Cavite State University Main Campus	Task will be subject to the needs of the concerned office.
10	COMPUTER MAINTENANCE TECHNOLOGIST	CASUB-CTMT1-1-1998	11	₱27,000.00	PERMANENT	Bachelor's degree relevant to the job	none required	none requirede	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus	<p>Install, configure and maintain ICT hardware equipment and software application</p> <p>Provide hardware/software technical support and assistance to all end users</p> <p>Manage , identify problems and perform maintenance to servers, network, desktop, printers, power supply and other network/computer equipment</p> <p>Monitoring and maintain computer systems, networks, security updates and antivirus</p> <p>Conduct inventory of all hardware/network/telecom equipment and software. Administer IT archives, software disks, manuals, documentation, back-up tapes and IT consumable supplies within the office</p> <p>Perform other functions that may be required</p>

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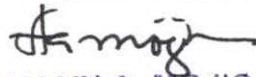
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11	ADMINISTRATIVE ASSISTANT III	CASUB-ADAS3-284-2016	9	P21,211.00	PERMANENT	*Must be able to read and write/ Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***Completion of two years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility	N/A	Cavite State University Main Campus	Task will be subject to the needs of the concerned office.
12	ADMINISTRATIVE ASSISTANT II	CASUB-ADAS2-12-2004; CASUB-ADAS2-13-2004	8	P19,744.00	PERMANENT	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility	N/A	Cavite State University Main Campus	<p>Assist in coordinating administrative functions of the program;</p> <p>Assist in coordinating with General Services and administrative works;</p> <p>Draft communications and reports.</p> <p>Coordinates and performs a range of staff and/or operational support activities for the unit;</p> <p>Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems;</p> <p>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;</p> <p>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;</p> <p>Assists in planning meetings, conferences, and seminars;</p> <p>Perform other task assigned by higher Authorities.</p>

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13	ADMINISTRATIVE ASSISTANT I	CASUB-ADAS1-13-2004	7	₱16,620.00	PERMANENT	*Must be able to read and write/ Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/Firs I Level Eligibility	N/A	Cavite State University Main Campus	Task will be subject to the needs of the concerned offices.
14	ADMINISTRATIVE AIDE VI	CASUB-ADA6-16-2004	6	₱17,553.00	PERMANENT	Completion of two years studies in college	None required	None required	Career Service Subprofessional/Firs I Level Eligibility	N/A	Cavite State University Main Campus	<p>Schedules/calendars the unit activities 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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15	LABORATORY TECHNICIAN I	CASUB-LABT1-3-1998	5	₱17,553.00	PERMANENT	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility Laboratory Technician (M.C. 10, s. 2013- Cat. II)	N/A	Cavite State University Main Campus	Keep and lend the laboratory apparatuses to students and teachers prepare chemicals, solutions needed for laboratory experiment label and arrange the laboratory apparatuses and equipment List down the available apparatuses/materials and requests for whatever materials needed Conduct periodic inventory of chemicals apparatuses and equipment of the office 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 May 3, 2024

- Letter of application
- Applicant's Portfolio (includes the resume, photocopy of TOR and Diploma, and other supporting documents about the applicant's credentials)
- IPCR rating (for government employees) in the present position for one (1) year, or any performance rating form for one (1) year (for non-government employees)
- Photocopy of certificate of eligibility/license/rating (if applicable)

Note:

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

and 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

DOCUMENTS SHALL NOT BE ENTERTAINED.

EEOP Statements:

- Prioritization of pregnant women, lactating/breastfeeding mothers and differently able applicants/employees shall be ensured during the conduct of interview and exam.
- Examination and interview of applicants with disability shall be administer through the assistance of Special Education Teachers from the College of Education.
- 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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