

PUBLICATION OF VACANT NON-ACADEMIC PLANTILLA POSITIONS (MAY 6, 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	COLLEGE ADMINISTRATOR I	CASUB-CAD1-1-2001	25	₱102,690.00	PERMANENT	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	N/A	Cavite State University-NAIC Campus	1. Planning, development, and implementation of the university operations under the direct supervision of the University President. 2. Assist in the administration of overall management of the University as to administrative, financial and quality requirements. 3. Perform other task assigned by the higher authority such as University President and Board of Regents.
2	COLLEGE ADMINISTRATOR II	CASUB-CAD2-1-2001	26	₱116,040.00	PERMANENT							

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 16, 2024**.

1. Letter of application
2. Applicant's Portfolio (includes the CSC Form 212 (Revised 2017) - Personal Data Sheet (PDS), photocopy of TOR and Diploma, and other supporting documents about the applicant's credentials)
3. IPCR (for government employees) in the present position for one (1) year, or any performance rating form for one (1) year (for non government employees)
4. Photocopy of certificate of eligibility/license/rating (if applicable)

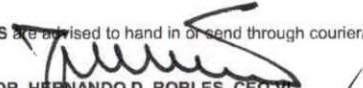
Note:

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

EEOP Statements:

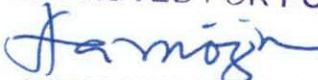
1. Prioritization of pregnant women, lactating/breastfeeding mothers and differently able applicants/employees shall be ensured during the conduct of interview and exam.
2. Examination and interview of applicants with disability shall be administer through the assistance of Special Education Teachers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

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.

APPROVED FOR POSTING:


 ANALYN A. MOJICA
 OIC, Records Office
 Cvsu, Indang, Cavite
 05-07-2024