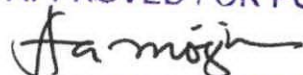


ANNOUNCEMENT OF VACANT NON-ACADEMIC PLANTILLA POSITION

JUNE 20, 2024

APPROVED FOR POSTING:



ANALYN A. MOJICA
OIC, Records Office
CvSU, Indang, Cavite
06-20-2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	STATUS	Qualification Standards				Competency (if applicable)	Place of Assignment	Duties and Responsibilities
						Education	Training	Experience	Eligibility			
1	SCIENCE RESEARCH ASSISTANT	CASUB-SRAS-3-1998	9	PHP 21,211.00	PERMANENT	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Subprofessional/ First level Eligibility	N/A	Cavite State University Main Campus - Research Center	Maintain quality standards to preserve the integrity of data and findings Conduct various experiments using different analytical methods and spectroscopic techniques Disseminate research findings at scientific meetings and conferences Analyze research data, interpret results, prepare manuscripts and presentations Conduct literature searches and maintain citation databases Prepare the list of laboratory needs Perform other duties assigned by the 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 **JUL 01 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 cert (for non-CvSU employee)


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 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



 DR. MA. AGNES P. NUESTRO
 OIC-Office of the University President
 for DR. HERNANDO D. ROBLES, CEO VI
 University President
 office_president@cvsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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