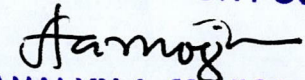


ANNOUNCEMENT OF VACANT NON-ACADEMIC PLANTILLA POSITION

August 1, 2024

APPROVED FOR POSTING:



ANALYN A. MOJICA

QC, Records Office

VSU, Indang, Cavite


08-06-2024

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
CAVITE STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CAVITE STATE UNIVERSITY in the CSC website:


ARIGAIL S. CRUZ
OIC, HRDO

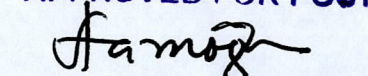
Date: 8/1/2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency(if applicable)	
1	LEGAL ASSISTANT II	CASUB-LEA2-32-2023	12	₱29,165.00	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus- Legal Services Office
2	LEGAL ASSISTANT II	CASUB-LEA2-33-2023	12	₱29,165.00	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus- Legal Services Office
3	LEGAL ASSISTANT III	CASUB-LEA3-34-2023	14	₱33,843.00	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus- Legal Services Office
4	LEGAL ASSISTANT III	CASUB-LEA3-35-2023	14	₱33,843.00	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/Second Level Eligibility	N/A	Cavite State University Main Campus- Legal Services Office

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 August 10, 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 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)

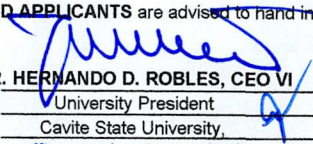
APPROVED FOR POSTING:


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OIC, Records Office
CvSU, Indang, Cavite
08-06-2024

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.

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,

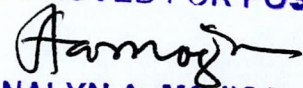
office.president@cvsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

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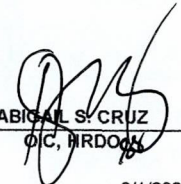
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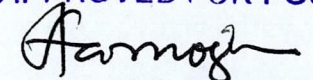
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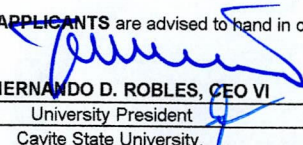
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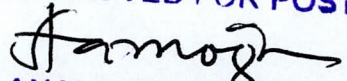

DR. HERNANDO D. ROBLES, CEO VI
University President
Cavite State University,
office.president@cvsu.edu.ph

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