



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph

Publication of Vacant Positions

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	ATTORNEY IV (Permanent)	CASUB-ATY4-37-2023	23	₱87,315.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	N/A	LEGAL SERVICES	<ul style="list-style-type: none">*Provides legal counsel in all matters pertaining to their official duties or concerns;*Reviews and recommends proper action on contracts;*Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality;*Makes preliminary studies of administrative charges and conducts formal investigation as required;*Conducts legal research and recommends proper action;*Interprets all policies affecting the University;*Represents the University in conferences and seminars involving legal and policy matters; *Appears in any case involving the University; and*Perform other task assigned by higher authorities.
2	SUPERVISING ADMINISTRATIVE OFFICER (Permanent)	CASUB-SADOF-21-2023	22	₱78,162.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service Professional/ Second Level Eligibility	N/A	FMSO	<ul style="list-style-type: none">*Support the Chief Administrative Officer in ensuring the smooth operation of all units under the Finance and Administrative Division;*Align work outputs and processes to the division directions and priorities and ensure conformance to internal and external policies that are applicable to the division;*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;*Prepare the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) for the Division;*Supervise and monitor the implementation of division programs and projects, policies and guidelines and recommend solutions to address implementation problems;*Update the Division Chief on the status of division tasks regularly;*Supervise preparation of budget and financial management functions and activities;*Evaluate and submit periodic and special reports for the division;*Monitor and review the outputs of subordinates against performance standards;*Provide inputs to the division chief in rating the performance of subordinates, identifies performance gaps and proposes staff development needs;*Assist in the implementation of other programs and activities of the JJWC; and*Perform other task assigned by higher authorities.

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OIC, Records Office
CvSU, Indang, Cavite

06-10-2025



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3	MEDICAL OFFICER III (Permanent)	CASUB-MDOF3-1-2010	21	₱70,013.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)	N/A	UHS	*Provide or perform medical consultation, treatment and attend to emergency cases of ailing students and personnel of CvSU; *Conduct periodic medical and physical examination of students and personnel of CvSU; *Make arrangement on referral cases of students and personnel that require hospitalization; *Represent the CvSU Health Services Unit in Official and Social functions; and *Perform other task assigned by higher authorities.
4	EXECUTIVE ASSISTANT III (Coterminous)	CASUB-EXA3-45-2023	20	₱62,967.00	Bachelor's degree	8 hours of relevant training	2 years of experience	Career Service Professional/Second Level Eligibility	N/A	OUP	*Prepares memoranda on matters being considered by executive bodies and prepares actions to implement decisions reached; *Gives expert advice and assistance in particular areas of specialization; *Advises on policy based on precedents and experience; *Establishes office procedures; *Receives persons seeking assistance or advocating certain actions, requests and takes action to comply or explain why requests cannot be granted; *Verify reports and acted documents prior to submission; and *Perform other task assigned by higher authorities.
5	ADMINISTRATIVE OFFICER V (Permanent)	CASUB-ADOF5-3-2004	18	₱51,304.00	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	HRDO	*Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the unit; *Generally supervises the full operation of the unit; *Assists in personnel management, maintain and records at the department level, discipline, training and promotion at the unit; *Conducts special studies, presents briefs and reports and recommends new policies or procedures as may be required; *Makes complex operational decisions; *Supervises several numbers of personnel within the sub-unit of the office; *Design and/or review systems and procedures to accommodate new or additional work; *Act as advisor on administrative matters to unit head; and *Perform other task assigned by higher authorities.
6	DENTIST II (Permanent)	CASUB-DENT2-1-1998	17	₱47,247.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)	N/A	UHS	*Providing preventive, curative and rehabilitate dental treatment to our clientele; *Develops and plans policies and guidelines limited only to Dental Health; *Monitor, evaluate, report the Dental Health status of our clientele; and *Perform other task assigned by higher authorities.
7	ADMINISTRATIVE OFFICER IV (Permanent)	CASUB-ADOF4-16-2023	15	₱40,208.00	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	BUDGET OFFICE	*Recommend a strategy to maximize and equally distribute the critical resources based on the consolidated reports of human, financial and capital resource requirement of the university. *Review and analyzed data, statistics, and reports based on strategic plan of the university. *Verify and validate reports related to planning prior to submission. *Contribute in planning research studies. *Provide technical assistance in relation to planning and operations *Perform other task assigned by higher authorities.
8	ADMINISTRATIVE OFFICER IV (Permanent)	CASUB-ADOF4-21-2023	15	₱40,208.00	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	ACCOUNTING	*Recommend a strategy to maximize and equally distribute the critical resources based on the consolidated reports of human, financial and capital resource requirement of the university; *Review and analyzed data, statistics, and reports based on strategic plan of the university; *Verify and validate reports related to planning prior to submission; *Contribute in planning research studies; *Provide technical assistance in relation to planning and operations; and *Perform other task assigned by higher authorities.

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9	PROJECT DEVELOPMENT OFFICER II (Permanent)	CASUB-PDO2-25-2023	15	₱40,208.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	PMO	<ul style="list-style-type: none"> *Assists on the supervision of all business activities/projects/programs engaged in by the University; *Coordinates with the different colleges and units on the preparation of the instruction and research related IGPs; *Evaluates project proposals and endorse the same to the Admin Council for appropriate actions; *Assists on the submission of programs and plans for the development, expansion and improvement of extension-type and other income generating activities; and *Perform other task assigned by higher authorities.
10	LEGAL ASSISTANT III (Permanent)	CASUB-LEA3-34-2023	14	₱37,024.00	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	LEGAL SERVICES	<ul style="list-style-type: none"> *Receiving, organizing, maintaining and safekeeping of documentary requirements submitted by the covered entities; *Providing immediate assistance through constant email engagements and phone calls of lacking compliance requirement or document; *Handling of customer 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 company policies and procedures; and *Perform other task assigned by higher authorities.
11	INFORMATION SYSTEMS ANALYST I (Permanent)	CASUB-INFOSA1-46-2023	12	₱32,245.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	ICTO	<ul style="list-style-type: none"> *Deploy, maintain, and troubleshoot applications, including application servers, associated hardware, endpoints, and databases; *Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements; *Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow; *Translate highly technical specifications into clear non-technical requirements; *Manage the set-up and configuration of systems; *Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process; *Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms; and *Perform other task assigned by higher authorities
12	ADMINISTRATIVE ASSISTANT V (Coterminous)	CASUB-ADAS5-263-2016	11	₱30,024.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility	N/A	OVPASS	<ul style="list-style-type: none"> *Manage the appointments/schedule of activities of the unit head and its' function; *Review and assess documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations prior to endorsing the unit heads for information/ approval/ instructions; *Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents. *Handle critical and confidential matters as assigned by unit head; *Provide administrative support to office; *Explains and disseminates information concerning agency programs and procedures; *Responds to inquiries regarding technical program or administrative regulations, policies, and procedures; and *Perform other task assigned by higher authorities.

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13	ADMINISTRATIVE ASSISTANT V (Coterminous)	CASUB-ADAS5-264-2016	11	₱30,024.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility	N/A	OVPPD	<ul style="list-style-type: none"> *Manage the appointments/schedule of activities of the unit head and its' function; *Review and assess documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations prior to endorsing the unit heads for information/ approval/ instructions; *Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents. *Handle critical and confidential matters as assigned by unit head; *Provide administrative support to office; *Explains and disseminates information concerning agency programs and procedures; *Responds to inquiries regarding technical program or administrative regulations, policies, and procedures; and *Perform other task assigned by higher authorities.
14	ADMINISTRATIVE ASSISTANT V (Coterminous)	CASUB-ADAS5-266-2016	11	₱30,024.00	Completion of two years studies in college	8 hours relevant training	2 years relevant experience	Career Service Subprofessional/First Level Eligibility	N/A	OVPRE	<ul style="list-style-type: none"> *Manage the appointments/schedule of activities of the unit head and its' function; *Review and assess documents as to completeness, accuracy of staff work, and compliance to existing rules and regulations prior to endorsing the unit heads for information/ approval/ instructions; *Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents. *Handle critical and confidential matters as assigned by unit head; *Provide administrative support to office; *Explains and disseminates information concerning agency programs and procedures; *Responds to inquiries regarding technical program or administrative regulations, policies, and procedures; and *Perform other task assigned by higher authorities.
15	ADMINISTRATIVE AIDE VI (Permanent)	CASUB-ADA6-23-2023	6	₱18,957.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	N/A	OVPA	<ul style="list-style-type: none"> *Schedules/calendars the unit activities such as training and workshops, meetings/appointments 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; *Receives, records and routes documents addressed to the Chief/Unit Head; *Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files; *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. *Prepare and or encodes reports, letters, presentations and other official communications; *Coordinates preparation of documents needed in the operations of unit; *Act as liaison to transact to other government offices or company units/departments; and *Perform other task assigned by higher authorities.
16	FARM WORKER I (Permanent)	CASUB-FAWK1-3-2001	2	₱14,925.00	Elementary school graduate	None required	None required	None required (M.C. 10, s. 2013 Cat III)	N/A	BARG	<ul style="list-style-type: none"> *Plant, cultivate, and harvest crops; *Feed, clean, and monitor the health of livestock; *Operate and maintain farm machinery and equipment; *Assist with various tasks to keep the farm running, such as building and repairing fences; and *Perform other task assigned by higher authorities.
17	FARM SUPERVISOR (Permanent)	CASUB-FASU-1-1998	8	₱21,448.00	High school graduate	4 hours of relevant training	1 year of relevant experience	None required (M.C. 10, s. 2013 Cat III)	N/A	EXTENSION	<ul style="list-style-type: none"> *Supervision and assist in the scheduled activities and task in each area of TDF Personnel and in urban agriculture module *Supervision and assist in the scheduled activities and task *Perform other task assigned by higher authorities.

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18	ADMINISTRATIVE ASSISTANT III (Permanent)	CASUB-ADAS3-292-2016	9	₱23,226.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/Firs t Level Eligibility	N/A	BUDGET OFFICE	<ul style="list-style-type: none"> *Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; *Reviews documents received and prepares referral slips by identifying contents of documents for action of the unit; *Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; *Calculate, prepare and revise accounting and budgetary data; *Assist with budget development and preparation; maintain financial and statistical records and files; *Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; and *Perform other task assigned by higher authorities.
19	ADMINISTRATIVE AIDE VI (Permanent)	CASUB-ADA6-18-2004	6	₱18,957.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/Firs t Level Eligibility	N/A	CAFENR	<ul style="list-style-type: none"> *Schedules/calendars the unit activities such as training and workshops, meetings/appointments 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; *Receives, records and routes documents addressed to the Chief/Unit Head; *Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files; *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. *Prepare and or encodes reports, letters, presentations and other official communications; *Coordinates preparation of documents needed in the operations of unit; *Act as liaison to transact to other government offices or company units/departments; and *Perform other task assigned by higher authorities.
20	FARM WORKER I (Permanent)	CASUB-FAWK1-8-1998	2	₱14,925.00	Elementary school graduate	None Required	None Required	None required (M.C. 10, s. 2013 Cat III)	N/A	PPS	<ul style="list-style-type: none"> *Assist with planting new plants, trees, or shrubs, harvesting crops or other plant products; *Maintain lawns by mowing, edging, and fertilizing, controlling weeds and removing debris from landscaped areas; *Build, repair, or maintain fences and other structures on the property; *Assist with other general labor tasks as needed, such as clearing debris, moving materials, or helping with other farm-related activities; *Operate and maintain farm machinery and equipment; and *Perform other task assigned by higher authorities.
21	REGISTRAR I (Permanent)	CASUB-R1-254-2016	11	₱30,024.00	Bachelor's degree	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	CAVITE CITY	<ul style="list-style-type: none"> *Supervises the accomplishment and safe keeping of student records; *Administer submission of entrance requirements and validation and certification of transfer credentials, transcript of record, student permanent records and certifications for incoming and outgoing credentials.Prepare and submits all reports on enrollment, graduation and other data which may be requested by other offices; *Prepares and submits in consultation with respective heads/deans the record of candidates for graduation; *Signs and releases academic credentials of the alumni; *Assist the deans/heads of department/college during registration in determining subject load; *Acts on all correspondence regarding school records; and *Perform other task assigned by higher authorities.

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22	AGRICULTURIST II (Permanent)	CASUB-AG2-3-1998	15	₱40,208.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and	4 hours of relevant training	1 year of relevant experience	Relevant eligibility / RA 1080	N/A	EXTENSION	*Assess potential Extension Service Providers for accreditation and its performance evaluation; *Provides technical assistance in establishing linkages with other agencies and stakeholders on extension needs and strategies; *Plan, supervise, and coordinate activities for the improvement and daily operations of the Technology Demonstration Farm (TDF) and the Agri-Eco Tourism Park; and *Perform other task assigned by higher authorities.
23	VETERINARIAN II (Permanent)	CASUB-VET2-1-2003	16	₱43,560.00	Doctor of Veterinary Medicine	4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Veterinarian)	N/A	RESEARCH	*Directs, supervises and participates in a variety of veterinary medical practices including treatment of sick animals, prophylactic exams of healthy animals; *Formulation, implementation and monitoring of Biosafety protocols; *Stray Animals Management; *Management of Animal Research Facility; *Coordinate with other organizations; *Develop and supervising learning sites and farm tourism sites; *Provide technical assistance to farmers; *Prepare and submitting reports; and *Perform other task assigned by higher authorities.
24	ENGINEER II (Permanent)	CASUB-ENG2-1-1998	16	₱43,560.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	N/A	OVPPD	*Assisting in overall project execution and coordination, including preparing project reports and schedules, and conducting site inspections; *Providing technical support to various teams and stakeholders, including assisting with the preparation of detailed engineering designs and program of works; *Monitoring project progress, preparing reports, and providing updates on project status; *Conducting preventive and corrective maintenance on buildings, equipment, and facilities; *Preparing cost estimates for maintenance and upgrade projects, and assisting in the planning of construction and maintenance work; *Conducting field visits, inspections, and surveys as needed; *Ensuring compliance with project requirements, guidelines, and regulations; *Collaborating with different teams, departments, and stakeholders; and; *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 **JUN 20 2025**.

- Letter of application address to the University President (name listed below), indicating the position title applying for;
- Fully accomplished and attested Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture (with name and signature) and thumbmark affix on the space provided and a Work Experience Sheet which can be downloaded at: https://drive.google.com/drive/folders/1YVW2NAtbuGvcZsD_G3eeC7zFvg_PqM9VU?fbclid=IwY2xjawK15k1eHRuA2FibQixMQABHhK15n-dt2hRpzOi6NMZpAn-J5FN9paH_6Ak9r5gmDI4mzaloK02kcFZ85i8_aem_ZKQuSO6sACgNsRD3Rmk52g
- Photocopy of IPCR ratings (for government employees) in the present position for one (1) year, or any performance rating form for one (1) year (for non-government employees) (if applicable);
- Photocopy of certificate of eligibility/license/rating (if applicable);
- Photocopy of Transcript of Records and Diploma;
- Photocopy of Certificate of Trainings attended (if applicable);
- Photocopy of Certificate of Employment/Service Record (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.

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 HRMPBS 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 send thru email their soft copy of application and hand in or send through courier their hard copy of application to:

DR. MA. AGNES P. NUESTRO
University President
Cavite State University, Bancod, Indang, Cavite
office_president@cvsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED (applications shall be acted only upon submission of CLEAR and

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