

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CAVITE STATE UNIVERSITY in the CSC website:

**HERNANDO D. ROBLES, Ed.D**

University President

Date: July 02, 2018

| No. | Position Title                 | Plantilla Item No. | Salary/<br>Job/ Pay<br>Grade | Annual<br>Salary | Qualification Standards   |               |               |  |                               | Place of<br>Assignment  |
|-----|--------------------------------|--------------------|------------------------------|------------------|---|---------------|---------------|--|-------------------------------|-------------------------|
|     |                                |                    |                              |                  | Education   | Training      | Experience    | Eligibility  | Competency<br>(if applicable) |                         |
| 1   | <b>Accountant I</b>            | CASUB-A1-1-2003    | 12                           | ₱265,788.00      | Bachelor's degree in Commerce/Business Administration major in Accounting   | None Required | None Required | RA1080 (Accountant)  | N/A                           | Cavite State University |
| 2   | <b>Administrative Aide I</b>   | CASUB-ADA1-41-2004 | 1                            | ₱126,120.00      | Must be able to read and write  | None Required | None Required | None Required (M.C. 10, s. 2013 Cat. III)  | N/A                           | Cavite State University |
| 3   | <b>Administrative Aide I</b>   | CASUB-ADA1-53-2004 | 1                            | ₱126,120.00      | Must be able to read and write  | None Required | None Required | None Required (M.C. 10, s. 2013 Cat. III)  | N/A                           | Cavite State University |
| 4   | <b>Administrative Aide III</b> | CASUB-ADA3-25-2004 | 3                            | ₱142,968.00      | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013; CS Subprofessional/ First Level Eligibility | N/A                           | Cavite State University |

|   |                                |                    |   |             |   |               |               |   |     |                         |
|---|--------------------------------|--------------------|---|-------------|---|---------------|---------------|---|-----|-------------------------|
| 5 | <b>Administrative Aide III</b> | CASUB-ADA3-35-2004 | 3 | ₱142,968.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 6 | <b>Administrative Aide III</b> | CASUB-ADA3-41-2004 | 3 | ₱142,968.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 7 | <b>Administrative Aide III</b> | CASUB-ADA3-42-2004 | 3 | ₱142,968.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |

|    |                                |                    |   |             |   |               |               |   |     |                         |
|----|--------------------------------|--------------------|---|-------------|---|---------------|---------------|---|-----|-------------------------|
| 8  | <b>Administrative Aide III</b> | CASUB-ADA3-44-2004 | 3 | ₱142,968.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 9  | <b>Administrative Aide IV</b>  | CASUB-ADA4-22-2004 | 4 | ₱152,088.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 10 | <b>Administrative Aide IV</b>  | CASUB-ADA4-25-2004 | 4 | ₱152,088.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 11 | <b>Administrative Aide IV</b>  | CASUB-ADA4-30-2004 | 4 | ₱152,088.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | None Required | None Required | Relevant Elig. under MC 10, s. 2013;CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |

|    |                                    |                     |    |             |   |                              |                               |   |     |                         |
|----|------------------------------------|---------------------|----|-------------|---|------------------------------|-------------------------------|---|-----|-------------------------|
| 12 | <b>Administrative Aide VI</b>      | CASUB-ADA6-19-2004  | 6  | ₱172,080.00 | *Must be able to read and write/Elementary School graduate<br>**High School graduate or completion of relevant vocational/trade course<br>***Completion of two years studies in college or High School graduate with relevant vocational/trade course | 1 year relevant experience   | 4 hours relevant training     | Relevant Elig. under MC 10, s. 2013;<br>CS Subprofessional/ First Level Eligibility | N/A | Cavite State University |
| 13 | <b>Administrative Assistant II</b> | CASUB-ADAS2-12-2004 | 8  | ₱195,384.00 | Completion of two years studies in college  | 4 hours of relevant training | 1 year of relevant experience | CS Subprofessional/ First Level Eligibility   | N/A | Cavite State University |
| 14 | <b>Board Secretary</b>             | CASUB-BS1-1-1998    | 14 | ₱317,928.00 | Bachelor's Degree   | 4 hours relevant training    | 1 year relevant experience    | CS Professional/ Second Level Eligibility   | N/A | Cavite State University |
| 15 | <b>College Librarian III</b>       | CASUB-CL3-1-1998    | 18 | ₱457,020.00 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science   | 8 hours relevant training    | 2 years relevant experience   | RA 1080 (Librarian)   | N/A | Cavite State University |
| 16 | <b>Laboratory Technician I</b>     | CASUB-LABT1-1-1998  | 6  | ₱172,080.00 | Completion of two years studies in college  | None Required                | None Required                 | Laboratory Technician (M.C. 10, s. 2013-Cat. II)                                    | N/A | Cavite State University |
| 17 | <b>Laboratory Technician I</b>     | CASUB-LABT1-2-1998  | 6  | ₱172,080.00 | Completion of two years studies in college  | None Required                | None Required                 | Laboratory Technician (M.C. 10, s. 2013-Cat. II)                                    | N/A | Cavite State University |

|    |                          |                     |    |             |   |                           |                            |  |     |                         |
|----|--------------------------|---------------------|----|-------------|---|---------------------------|----------------------------|--|-----|-------------------------|
| 18 | <b>Librarian I</b>       | CASUB-LIB1-261-2016 | 11 | ₱242,148.00 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | None Required             | None Required              | RA 1080 (Librarian)                                | N/A | Cavite State University |
| 19 | <b>Security Guard I</b>  | CASUB-SECG1-8-1998  | 3  | ₱142,968.00 | High School graduate  | None required             | None required              | Security Guard Liscence (M.C. 10, s. 2013 Cat. IV) | N/A | Cavite State University |
| 20 | <b>Security Guard II</b> | CASUB-SECG2-1-1998  | 5  | ₱161,772.00 | High School graduate  | None required             | None required              | Security Guard Liscence (M.C. 10, s. 2013 Cat. IV) | N/A | Cavite State University |
| 21 | <b>Veterinarian II</b>   | CASUB-VET2-1-2003   | 16 | ₱381,180.00 | Doctor of Veterinary Medicine   | 4 hours relevant training | 1 year relevant experience | RA 1080 (Veterinarian)                             | N/A | Cavite State University |

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 \_\_\_\_\_.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**HERNANDO D. ROBLES, Ed.D**  
**University President**

Don Severino Delas Alas Campus  
 Brgy. Bancod, Indang, Cavite  
[cvsu.op206@gmail.com](mailto:cvsu.op206@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**