

**Republic of the Philippines**  
**Cavite State University-Naic**  
**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-Naic in the CSC website:

HERNANDO D. ROBLES

University President

Date: July 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I	CASUB-ADOF1-282-2016	10	Php 18,718	Bachelors degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	HR Office
2	Administrative Assistant III	CASUB-ADAS3-290-2016	9	Php 17,473	Completion of 2-year studies in college or High School Graduate with relevant vocational/ trade course	4 hrs of relevant training	1 year of relevant experience	CS SubProfessional/ First Level Eligibility	N/A	Dean's Office
3	Watchman I	CASUB-WCHM1-4-2001	2	11,200	Must be able to read and write/ High school graduate	None required	None required	None required	N/A	Admin

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 9, 2018.

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

University President

Indang, Cavite

[cvsu.op206@gmail.com](mailto:cvsu.op206@gmail.com)

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