

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:

original copy signed

HERNANDO D. ROBLES, Ed.D

University President

Date: **June 26, 2018**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	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	Administrative Aide I	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	Administrative Aide I	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	Administrative Aide III	CASUB-ADA3-25-2004	3	₱142,968.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide III	CASUB-ADA3-35-2004	3	₱142,968.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide III	CASUB-ADA3-41-2004	3	₱142,968.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide III	CASUB-ADA3-42-2004	3	₱142,968.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide III	CASUB-ADA3-44-2004	3	₱142,968.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide IV	CASUB-ADA4-22-2004	4	₱152,088.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide IV	CASUB-ADA4-25-2004	4	₱152,088.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide IV	CASUB-ADA4-30-2004	4	₱152,088.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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	Administrative Aide VI	CASUB-ADA6-19-2004	6	₱172,080.00	*Must be able to read and write/Elementary School graduate **High School graduate or completion of relevant vocational/trade course ***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; CS Subprofessional/ First Level Eligibility	N/A	Cavite State University
13	Administrative Assistant II	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	Administrative Officer I	CASUB-ADOF1-281-2016	10	₱224,616.00	Bachelor's degree	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	Cavite State University

15	Board Secretary	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
16	College Librarian III	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
17	Laboratory Technician I	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
18	Laboratory Technician I	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
19	Librarian I	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
20	Librarian I	CASUB-LIB1-262-2016	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
21	Registrar I	CASUB-R1-252-2016	11	₱242,148.00	Bachelor's degree	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	Cavite State University

22	Registrar I	CASUB-R1-253-2016	11	₱242,148.00	Bachelor's degree	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	Cavite State University
23	Registrar I	CASUB-R1-254-2016	11	₱242,148.00	Bachelor's degree	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	Cavite State University
24	Security Guard I	CASUB-SECG1-8-1998	3	₱142,968.00	High School graduate	None required	None required	Security Guard Lisence (M.C. 10, s. 2013 Cat. IV)	N/A	Cavite State University
25	Security Guard II	CASUB-SECG2-1-1998	5	₱161,772.00	High School graduate	None required	None required	Security Guard Lisence (M.C. 10, s. 2013 Cat. IV)	N/A	Cavite State University
26	Veterinarian II	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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.