



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija

10 OCT 2019

LIST OF VACANT POSITIONS

Nc.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	College Business Manager II	CLSUB-CBM2-1-1998	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility (Additional requirement: CSC Promotional Test Passer-Technical/Professional)	University Business Affairs Program, CLSU	1. Supervises/ directs all staff under the Business Managers Office; 2. Attends meetings and conferences concerning the business of the entire University; 3. Devices procedures and guidelines in the disposal of products produced by the UBAP; 4. Manages and supervises all income producing/ generating project of the university; 5. Supervises and administers product disposal and other business/ financial operation; Supervises the University Marketing Center and Old Market.
2	Senior Agriculturist	CLSUB-SRAG-1-1998	18	40,637.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Additional requirement: CSC Promotional Test Passer-Technical/Professional)	College of Agriculture, CLSU	1. Prepares plans and budget for the optimization of land use and existing animals, crops and fish production projects for instruction, research and income generation. 2. Supervises and monitors activities of field/ farm workers in the different crop and animal production projects of the College; 3. Conducts regular visit and assessment of status of projects under the College, also prepares and submits pertinent reports to the College Dean. 4. Surveys supply, demand and prices of crops and animal products in the local market and performs trend analysis; 5. Collaborates with instructors/ professors from the College pertinent to the use of projects for instruction, research and extension. 6. Liases/ Coordinates with industry partners who are interested in conducting entrepreneurial or research works in the agricultural projects of the College. 7. Performs other duties as may be assigned by the College Dean.



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3	Engineer II	CLSUB-ENG2-2-1998	16	33,584.00	Eachelor's degree in Electrical Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080	Electrical Section, CLSU	1. Supervises the operation and maintenance of electrical equipment in the University including switchboards, transformers, generators, motors, apparatus and others; 2. Prepares designs of plans, specifications and estimates of materials needed in the repair/ installation of electrical services; 3. Maintains the operation of the Power Sub-station including network protection switchgears and the distribution systems of the university, as required by RA 7020, known as Electrical Engineering Law; 4. Formulates and executes well organized program of electrical works/ repairs; 5. Conducts monitoring of on-going construction projects requiring engineering calculations or applications of electrical engineering data; 6. Troubleshoots, repairs and maintains primary and secondary distribution system employing voltages of 13, 800 with under built of 440, 220, 110 for various buildings, infrastructure projects, cottages, motors and pumps; and 7. Performs other duties and responsibilities that may be assigned by higher authorities.
4	Engineer II	CLSUB-ENG2-23-2003	16	33,584.00	Bachelor's degree in Civil Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080	Building and Housing, CLSU	1. Manages section activities and prepares work plan detail for guidance of subordinator and instructs team leader the method of procedure of work assigned in the repair and maintenance construction wood working, painting, welding, blacksmithing and construction of concrete structures; 2. Prepares plans, Program of Works used as basis for construction, repair and renovation; 3. Prepares and study cost estimates, jobs, materials, budget proposals and work schedule in the list of priorities; 4. Direct supervision, inspection and monitoring of various building projects, construction and repair that follows the plan and specification; and 5. Performs other duties that maybe assigned by higher authorities.



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5	Administrative Officer IV (HRMO II)	CLSUB-ADOF4-19-2004	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	Human Resource Management Office, CLSU	1. Provides list of all requirements and forms for appointment of plantilla personnel; 2. Checks/ examines/ verifies authenticity and completeness of documents for appointment papers; 3. Prepares appointment of regular personnel (hiring and promotion) and renewal of temporary appointment, Report on Appointment Issued, and Report of Accession and Separation; 4. Safekeeping of plantilla personnel; 5. Prepares vacant positions for publication to CSC and CLSU websites; 6. Gives instruction and provide documents to the payroll clerk for the preparation of first salary; and 7. Assists in all the undertakings of the office.
6	Farm Superintendent II	CLSUB-FAS2-1-1998	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	Research Office, CLSU	1. Prepares plan of activities, appropriate cropping pattern, cropping calendar and schedule of farm management practices for the Research Office's crop production and other activities in coordination with the division chiefs, programs, projects and or study leaders; 2. Develops the land use plan of the Research Office per year for research and production activities in coordination with the division chiefs, program project and or study leaders; 3. Supervises the farm operations, maintains the orderliness of fields and the vicinity of the Research Office's experimental and production areas; 4. Provides supporting or lead role in managing crop production in the office; 5. Provides technical support in the conduct of experiments such as field layout, crop management, data gathering and analysis, report writing, among others; and 6. Performs other duties and responsibilities as may be required by the Office.
7	Senior Administrative Assistant I	CLSUB-SADAS1-9-2006	13	25,232.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility	Cashier's Office, CLSU	1. Supervises collection of income and takes effect speedy deposit to the government authorized depository bank; 2. Collects school fees and fund releases from various government agencies and private companies; 3. Posts/ records all remittances to the official Cash Book (all Funds); 4. Prepares daily report of collections and submits to accounting office (all Funds); 5. Reconcile report of collections with the accounting office thru e-NGAS (all Funds); and 6. Prepares monthly report of accountable forms.



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8	Senior Administrative Assistant I	CLSUB-SADAS1-10-2006	13	25,232.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/ First Level Eligibility	Accounting Office, CLSU	1. Postings/ Encodings of reports of disbursements (Cash and Cheques) to e-NGAS and prepares Journal of Disbursements & Cheques Issues in Fund 161; 2. Posting/ encodings of reports of collections to e-NGAS and prepares cash receipts journal for revolving Fund 161; 3. Prepares and maintains the general ledger of revolving Fund 161; 4. Prepares adjusting journal entries and post it to General Journal; 5. Prepared the monthly trial balance; 6. Prepares and maintains the subsidiary ledgers; 7. Prepares/ analyzes/ submits financial reports to COA and other related agencies; 8. Processes vouchers under student trust fund; and 9. Performs other related jobs that may be assigned by the immediate supervisor.
9	Administrative Assistant V (Buyer IV)	CLSUB-ADAS5-29-2004	11	20,754.00	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/ First Level Eligibility	Procurement Office, CLSU	1. Canvasses supplies/ materials and equipment and consulting services; 2. Serves the purchase of the commodities when Purchase Order are duly approved and funded; 3. Follows-up vouchers purchase orders and other office correspondence; 4. Monitors payment of suppliers, contractors and consultants; 5. Picks-up supplies, materials and equipment from suppliers and delivers to property office; 6. Keeps/ maintains cash book or electronic cash detailed for recording cash advances and purchases; 7. Performs as full-time regular BAC Secretariat member for Goods and Services (Consulting), and Infrastructure; 8. Post bidding and procurement opportunities to PHILGEPs, CLSU website and conspicuous places within the University; 9. Assists in all bidding procedures for both goods and infrastructure; 10. Prepares notice of meetings and biddings to be given to BAC members, TWG, end-user, secretariat and suppliers; 11. Acts as member of PAP-MET secretariat; 12. Prepare BAC resolutions, minutes of meetings of the BAC and PAP-MET, etc.; 13. Prepares and computes Abstract of Quotations and Purchase Orders/ Contracts and; 14. Does other duties assigned by the immediate supervisor.



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10	Dormitory Manager II	CLSUB-DORMG2-3-1998	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Office of Student Affairs, CLSU	1. Manages/ supervises cleanliness/ ordeliness/ sanitation and beautification of the dormitory; 2. Looks after the welfare, health, safety and other needs of the residents; 3. Implements the dorm rules and regulations and other relevant policies; 4. Conducts orientation and regular meetings with all the residents and daily monitoring of students; 5. Refers to OSA Guicance Counselor special cases that need appropriate guidance and counselling; 6. Meets/ confers with parents of residents as needed; 7. Attends to dorm facilities that needs repair and/ or replacement; 8. Monitors the proper utilization of electricity and dormitory facilities and make proper accounting of the same; 9. Requests corm supplies/ materials/ equipments anc keeps custody of the same; 10. Supervises all the activities of the janitor and student assistant; 11. Submits action plan, accommodation and accomplishment report, and other needed papers; 12. Attends OSA and SHU meetings regularly; and 13. Performs other duties assigned by the Unit Head, OSA Dean and higher authorities.
11	Registrar I	CLSUB-R1-18-2003	11	20,754.00	Bachelors degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Office of Admissions, CLSU	1. Supervises the maintenance of systematic and orderly files of active, inactive and graduate student records, documents; 2. Asssts in the gathering of data and preparation of reports requested by CHED, DBM and other clientele; 3. Evaluates academic records of active and graduating students of specific college and/ or course assigned; 4. Posts final grades, completion/ removal grades, and added/ changed/ dropped subjects of active and graduating stucants of specific college and/ or course/ assigned; 5. Prepares, checks re-checks and signs transcript of records; 6. Computes/ recomputes general point average (GPA) of all applicants for graduation; 7. Assists in the preparation of commencement exercises program and diploma; and 8. Attends to other duties assigned/ requested by supervisors and higher authorities.



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12	Science Research Assistant	CLSUB-SRAS-24-1998	9	17,975.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First Level Eligibility	College of Fisheries, CLSU	1. Assists in field activities and income generating projects of the College; 2. Assists CF faculty in the conduct of laboratory experiments/ studies, collects and encodes relevant data; 3. Prepares draft of research proposals and reports, creates presentation slides and posters and presents the said documents during technical sessions; 4. Maintains laboratory equipment and inventory; 5. Brings communications to and from the college and main campus; and 6. Performs other tasks/ works assigned by the immediate supervisor.
13	Administrative Assistant II (Clerk IV)	CLSUB-ADAS2-62-2004	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First Level Eligibility	Vice President for Academic Affairs, CLSU	1. Performs general office support function including receiving and releasing of communications, filing of documents, encoding, photocopying and assisting in the preparation of reports; 2. Liases with the staff of the units under the academic affairs program of the university and other offices in the university; 3. Assists clients and visitors of the OVPAA; 4. Serves as facilitator during meetings and workshops of the Council of Deans and the Academic Research Council; and 5. Performs other tasks assigned by the head of the office and higher authorities.
14	Administrative Assistant II (Clerk IV)	CLSUB-ADAS2-66-2004	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First Level Eligibility	Office of Admissions, CLSU	1. Encodes students' profile address for the preparation of masterlist. Encode students' enrolled subjects, number of units for the preparation of the students database; 2. Encodes grades of students for the preparation of admission slip; 3. Maintains an accurate database of students; 4. Encodes/ prepares data requested by CHED and DBM.
15	Administrative Assistant II (Clerk IV)	CLSUB-ADAS2-73-2004	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First Level Eligibility	CAG- Animal Science Department, CLSU	1. Prepares report of check disbursement under Fund 161 and submit to Accounting Office; 2. Disburses salaries and wages of NASA employees; 3. Disburses wages of CLSU-IPP Fund 161; 4. Prepares/ encodes report of cash disbursements of salaries under General Fund 101.



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16	Administrative Assistant II (Human Resource Management Assistant)	CLSUB-ADAS2-76-2004	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/First Level Eligibility	Human Resource Management Office, CLSU	1. Prepares payrolls and vouchers of all faculty and staff; 2. Focal person in the conduct of all trainings coordinated by the HRMO; 3. Prepares proceedings and summarizes evaluation of training; 4. Assists in the evaluation of supporting documents of newly hired employees; 5. Encodes and files letters, reports and other official correspondence; and 6. Assists in all the undertakings of the Office.
17	Security Guard III	CLSUB-SECG3-4-1998	8	16,758.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s-Cat II)	University Security Force, CLSU	1. Safeguards and protects lives, properties and building of the University; 2. Maintains peace and order within the vicinity/ reservation of CLSU; 3. Takes note of vehicles and persons entering and leaving the campus; 4. Implements measures regarding the University rules and regulations; 5. Accosts suspicious persons loitering in the campus; 6. Investigates unusual incidents; and 7. Does other duties as the President may direct
18	Security Guard II	CLSUB-SECG2-11-1998	5	14,007.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s-Cat II)	University Security Force, CLSU	1. Safeguards and protects lives, properties and buildings of the University; 2. Maintains peace and order within the vicinity of the University; 3. Takes note of vehicles and persons entering and leaving the campus; 4. Accosts suspicious persons loitering in the campus; 5. Investigates unusual incidents.
19	Administrative Aide IV (Driver II)	CLSUB-ADA4-137-2004	4	13,214.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s.96-Cat II)	Motorpool, CLSU	1. Drives assigned vehicles on official trip; 2. Performs preventive maintenance, makes minor repairs; 3. Prepares and submits monthly report of official travels; 4. Assists/ helps mechanics and co-drivers whenever necessary; 5. Helps in the upkeep of the Motor Pool compound; 6. Coordinates with official passengers re-official business trip; and 7. Performs other duties that the immediate supervisor may assign from time to time.
20	Farm Worker II	CLSUB-FAWK2-9-1998	4	13,214.00	Elementary School Graduate	None required	None required	None required	College of Fisheries, CLSU	1. Maintains the cleanliness of hatchery buildings, ponds and FAC premises; 2. Cuts/ trims grasses along pond dikes, drainage canal and main canal and removes aquatic weeds in ponds; 3. Assists professors, research assistants in cleaning experimental areas; and Assists research instructors and assistants in sampling, stocking feeding, fertilizing and harvesting of fish in their respective projects.



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21	Laboratory Aide II	CLSLB-LABA2-2-1998	4	13,214.00	Elementary School Graduate	None required	None required	None required	CAS/ Biology Department, CLSU	1. Prepares reagents, media and other chemicals needed by the students and faculty members as well; 2. Issues microscope and other equipment to students and faculty members; 3. Checks and maintains laboratory instructors in the collection and preparation of laboratory specimen and materials needed in the laboratory; 4. Makes an inventory of chemicals and supplies and prepares the necessary papers for requisition; 5. Checks all available reagents, media and other chemicals; and 6. Performs other duties assigned by his supervisor and other authorities
22	Typesetter I	CLSLB-TYPS1-1-1998	4	13,214.00	High School Graduate	None required	None required	Printing Machine Operator (MC 10 S, 2013- Cat II)	CERDS, CLSU	1. Operates stamping machine; 2. Operates and maintains Repro-camera; 3. Collates/ binds/ cuts and trims clients' order; 4. Encodes/ layouts documents for publication materials; 5. Receives and records all office transactions; 6. Issues official receipt on payments received by the office from outside clients; and 7. and Sets schedule of personnel for the production stage.

Interested and ~~qualified~~ applicants should signify their interest in writing addressed to:

MR. JONATHAN T. GURION
 Supervising Administrative Officer
 Central Luzon State University
 Science City of Muñoz, Nueva Ecija

Attach the following documents to the application letter and personally submit the same to HRMO not later than October 21, 2019.

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 the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records/ Diploma and Certificate of Trainings & Seminars
5. *Notarized Promisory Note stating that the applicant will be transferring to the assigned office noted by their immediate supervisor. (if applicable)*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note: For Equal Employment Opportunity Principle

There is no discrimination in the selection of employee on account of gender, civil status, disability, religion, ethnicity or political affiliation.

Interview will be on October 28 & 29, 2019 at the Administration Conference Room.