



Republic of the Philippines
Science City of Muñoz, Nueva Ecija

LIST OF VACANT POSITIONS

22 NOV 2024

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	Nurse II	CLSUB-NURS2-1-2021	16	41,616.00	BS Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	University Health Services, CLSU	1. Receives patients for consultation at triage area; 2. Records admissions and discharges; 3. Identifies/ assesses the patients' conditions; 4. Assists the physician during consultation, surgical, emergencies procedures and admission; 5. Attends to patients who are admitted; and 6. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Legal Assistant II	CLSUB-LEA2-4-2022	12	30,705.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility	Legal Office, CLSU	1. Assists the Legal Assistant III in the conduct of legal research as needed in the implementation of the general functions of the University Legal Office; 2. Performs as the stenographer/secretary during the conduct of investigation, hearings, proceedings and instances where such services is needed by the Attorney IV; 3. Performs as the property and supply custodian of the office; 4. Assists the Legal Assistant III in the preparation of the documents needed by the Attorney IV; 5. Maintains the email account of the office (opening and sending of emails); and, 6. Performs other related and delegated functions that may be assigned by the immediate supervisor.
3	Administrative Assistant V	CLSUB-ADAS5-34-2004	11	28,512.00	Completion of two years studies in College	None Required	None required	None required	Office of the President, CLSU	1. Receives and records incoming documents and communications addressed to the Office of the President; 2. Processes outgoing documents and communications to the concerned office; 3) Attends to inquiries from walk-in clients; 4. Assists in arranging the appointments/ schedule of activities of the President; 5. Assists in the documentation during the events and functions attended by the President; 6. Helps in the coordination with offices within the university to ensure efficient, effective, and timely delivery of services; 7. Assists the POS Chief in managing the implementation of the duties and functions of the POS; and 8. Performs other related and delegated functions as may be assigned by the immediate supervisor.
4	Science Research Assistant	CLSUB-SRAS-6-2016	9	22,219.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional/ First Level Eligibility	PHILSCAT, CLSU	1. Provides support in the conduct of research; 2. Collects, organizes, analyzes and maintains accurate data and research records; 3. Participates in writing reports, research papers, and proposal applications as required; 4. Assists in monitoring, calibration and maintenance of equipment in the division; 5. Maintains orderly and up-to-date monitoring of the unit's targets vis a vis accomplishment and ensure proper documentation; 6. Produces information/briefs about the research and other activities being conducted by the unit and/or the center; 7. Assists in training and mentoring student researchers or interns; and 8. Performs other tasks as assigned by the Director and the immediate Supervisor
5	Community Affairs Assistant II	CLSUB-CAA2-4-2008	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional/ First Level Eligibility	UEPO, CLSU	1. Plans and conducts various types of activities of techno promotion in CLSU target areas related to crops, animals, livestock, fisheries, environment, natural resources including nutrition, health, local governance and other social technologies; 2. Provides technical assistance and conducts capacity building programs/ projects of LGUs, GOs, POs and other sectors; 3. Prepares various types of IEC materials related to Extension; 4. Conducts research in extension, monitoring documentation and evaluation of Extension activities; and 5. Performs other functions as requested by higher authorities
6	Laboratory Technician II	CLSUB-LABT2-19-2012	8	20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Laboratory Technician	College of Science, CLSU	1. Performance and certification of a chemical analysis or chemical synthesis; 2. Inspection and Certification of a laboratory chemical or biochemical activities; 3. Supervises chemical laboratory, chemical analysis or chemical synthesis; 4. Prepares and maintains laboratory equipment and instruments; 5. Calibrates and operates laboratory equipments; 6. Inspects food processing areas to ensure compliance with standards for sanitation, safety, quality and waste management; 7. Monitors quality assurance processes; 8. Performs product and process inspection; 9. Keeps inventory of product samples under shelf-life storage tests; 10. Performs food testing and analysis to ensure compliance to quality and safety for consumption; 11. Processes papers pertaining to CLSU-AFTBI Laboratory operations; 12. Keeps laboratory records of all CLSU-AFTBI clients; 13. Assists the TBI manager and the BDD Director on servicing clients; 14. Submits progress reports to plant engineer and BDD Director; and 15. Performs other functions as requested by higher authorities



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7	Nursing Attendant 1	CLSUB-NATT1-46-1998	4	16,209.00	Elementary School Graduate	None Required	None Required	None Required	University Health Services, CLSU	1. Assists in consultation and emergencies of students, staff, residents and outsiders; 2. Gets vital signs of the patient; 3. Gives oral medicine, injections and other medical treatments ordered by the physician on-duty; 4. Helps in emergencies and minor surgeries, sponge bath, cold compress, nebulization, ECG, etc. 5. Assists normal spontaneous deliveries; 6. Prepares medicines for admission; 7. Prepares supplies such as cotton balls, and gauze for dressing; 8. Records all patients served during the course of the shift; and 9. Performs other functions as requested by higher authorities

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 submit personally the same to the HRMO not later than December 2, 2024.

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 (for promotion);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Diploma, Certificate of Employment and Certificate of Trainings & Seminars

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 December 5, 2024 at the Administration Conference Room.