



Republic of the Philippines  
Science City of Muñoz, Nueva Ecija

LIST OF VACANT POSITIONS

04 JUL 2024

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	Executive Assistant IV (Coterminous to the Appointing Authority)	CLSUB-EXA4-2-1998	22	71,511.00	Bachelor's degree	16 hours of training	3 years of experience	Career Service Professional/ Second Level Eligibility	President's Office, CLSU	1. Assists and facilitates the smooth functioning of the University President through reading, researching, and routing correspondence and preparing and drafting of all communication-related matters (memorandum, letters, advisories, and documents) of the University President; 2. Writes excellent speeches appropriate for the event or occasion and prepares powerpoint presentation, if necessary; 3. Reviews and screens all incoming documents prior to the President's approval and signature; 4. Coordinates with partner-agencies such as State University and Colleges, Government Institutions, Provincial and Local Government Units, and R&D Institutions, among others; 5. Provides legal advice and rational perspective to the University President to protect the interest of the University; 6. Prepares the University and or President's report by collecting and analyzing information from the four core programs; 7. Handles and maintains the email account of the Office of the President and the official email account of the University President (opening and sending of emails) and ensures that all concerns and matters are being addressed and forwarded to the responsible person; 8. Serves as the document controller of the Office of the University President particularly in keeping the necessary documents for ISO audit; 9. Assists the Director of the Presidential Management Services (PMS) in Monitoring and Evaluation of the operations of the University programs and projects; 10. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Legal Assistant III	CLSUB-LEA3-5-2022	14	33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year of experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/ Second Level Eligibility	Legal Unit, CLSU	1. Assumes the supervisory function at the University Legal Office in the absence of Attorney IV or as may be delegated; 2. Assists the Attorney IV in managing the implementation of the general functions of the University Legal Office; 3. Assists the Attorney IV in preparing draft of contracts, agreements, bid documents and other legal instruments entered into by the university; 4. Conducts legal research as needed in the implementation of the general functions of the University Legal Office; 5. Assists the Attorney IV in preparing draft opinion, memoranda and/or advise on matters and queries referred for action relative to activities involving the university; 6. Assists the Attorney IV during appearances and hearings as well as on other instance necessary; and, 7. Performs other related and delegated functions.
3	Laboratory Technician II	CLSUB-LABT2-19-2012	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Category II, CSC MC No.10, s.2013	AFTBI, 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, Ushers all visitors of CLSU-AFTBI; 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
4	Administrative Aide VI (Accounting Clerk II)	CLSUB-ADA6-92-2004	6	17,553.00	Completion of two years studies in College	None Required	None Required	Career Service SubProfessional/ First Level Eligibility	Accounting, CLSU	1. Maintains systematic filing of all documents of the office; 2. Keeping and maintaining the index card/record of each employee and each creditors of the university; 3. Receiving/forwarding communication and other pertinent documents; 4. Prepares tax certificates and assists in the preparation of quarterly alphas of remittance of taxes withheld; 6. Maintains the record of Cash Disbursement Journal and Check Disbursement Journal under Trust Fund by providing the JEV Number of each transaction; 7. Monitors the honorarium received by the CLSU employees from internally and externally funded projects within the year; and 8. Performs other task/works that may be assigned by immediate supervisors.



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5	Administrative Aide VI (Clerk III)	CLSUB-ADA6-97 -2004	6	17,553.00	Completion of two years studies in College	None Required	None Required	Career Service SubProfessional/ First Level Eligibility	Office of Admissions, CLSU	1. Performs administrative and clerical tasks; 2. -Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files; 3. Documents and files proceedings of meetings as assigned by the Dean; 4. Monitors and maintain the daily operation of databases developed by IT Developer; 5. Inputs a variety of information into an assigned system and ensure accuracy of input and output data; Update, maintain, and manage the database content; 6. Establishes, maintains and ensures proper use of confidential files and documents that includes sensitive and personal information of the university; 7. Communicates with personnel and various offices and exchange information relevant to resolving issues or concerns; 8. Performs system quality assurance checking; 9. Generates necessary report; and 10. Performs other human resource related functions.
6	Statistician Aide	CLSUB-STATA-54-1998	4	15,586.00	Completion of two years studies in College	None Required	None Required	Career Service SubProfessional/ First Level Eligibility	CRRDC, CLSU	1. Assists in the conduct of agro-biological research; 2. Assists in the analysis and interpretation of data; 3. Must have knowledge and skills in basic laboratory and safety protocols; and 4. Performs other functions and tasks as requested by higher authorities
7	Dormitory Attendant	CLSUB-DORMA-4-2003	3	14,678.00	Elementary School Graduate	None Required	None Required	None Required	Student Housing Services, CLSU	1. Maintains the cleanliness, orderliness and sanitation of the dormitory; 2. Assists in the implementation of dormitory rules and regulations; 3. Assists in the monitoring of proper utilization of electricity and dormitory facilities; and 4. 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 July 15, 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](http://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 July 22, 2024 at the Administration Conference Room.