



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

LIST OF VACANT POSITIONS

14 MAR 2024

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	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 Office, 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.
2	Accountant I	CLSUB-A1-3-2022	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080	Accounting Office, CLSU	1. Prepares financial reports; 2. Prepares bank reconciliation; 3. Prepares APP-PPMP and Work Financial Plan of budget proposal Accounting Office; 4. Prepares BIR forms No. 2316 of employees; 5. Reconciles subsidiary ledgers of property and equipment vis-a-vis actual inventory; 6. Review reconciliation of remittances of HDMF, PHIC and BIR; 7. Encodes financial transactions to ENGAs; and 8. Performs other related and delegated functions.
3	Administrative Officer II (HRMO I)	CLSUB-ADOF2-30-2004	11	27,000.00	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	HRMO, CLSU	1. Prepares / Prints / updates General Payrolls and Disbursement Vouchers of all faculty and staff; 2. Serves as Focal person in the conduct of all trainings coordinated by the HRMO; 3. Prepares and summarizes proceedings and evaluation of training; 4. Assists in the evaluation of supporting documents of newly hired personnel; 5. Encodes and files letters, reports and other official correspondence; and 6. Performs other tasks as may be assigned by the immediate supervisor
4	Administrative Assistant V (Buyer IV)	CLSUB-ADAS5-28-2004	11	27,000.00	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 requested by various end-user unit; 2. Purchases commodities when PO is duly approved; 3. Follows up vouchers, Pos and other office correspondence; 4. Follows up payment of suppliers, Picks-up supplies, materials and equipment from suppliers and delivers to property office; 5. Keeps stored supplies/ materials procured when no t immediately delivered to property office; 6. Keeps/ maintains cash book or electronic cash detailed for recording cash advances and purchases; 7. Performs as BAC Secretariat member for Goods and Services; 8. Prepares and computes abstract of quotations; and 9. Performs other tasks as may be assigned by the immediate supervisor
5	Administrative Assistant V (Private Secretary I)	CLSUB-ADAS5-31-2004	11	27,000.00	Completion of two years studies in College	None Required	None Required	None Required	Office of the President, CLSU	1. Assists the President and the Executive Secretary in the implementation of the duties and functions of the office; 2. Helps arrange the appointments and schedule of activities of the President; 3. Prepares travel related documents and other needs; 4. Manages the visitors of the President; 5. Facilitates the signing and approval of all communication by the President; 6. Handles the private and confidential matters of the president including files and documents; 7. Performs other related and delegated functions by the President.



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6	Administrative Assistant II (HR Assistant)	CLSUB-ADAS2-59-2004	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/ First Level Eligibility	HRMO, CLSU	1. Assists in encoding and updating the personnel database at the CSC-IGHRIS (Inventory of Government Human Resource System); 2. Assists in updating of employees' GSIS records via WEB-MSP; 3. Assists in managing personnel records (201 files and other pertinent records) and conduct scanning and filing of digitized copy; 4. Conducts monitoring of faculty class attendance in all colleges; 5. Prepares reports related to monitoring of faculty class attendance; 6. Assists in the conduct of various HR functions; and 5. Performs other tasks as may be assigned by the immediate supervisor
7	Cook I	CLSUB-COK1-2-2002	3	14,678.00	Elementary School Graduate	None Required	None Required	None Required	Auxiliary Services, CLSU	1. Prepares market list of foodstuffs to be purchased; 2. Plans and prepares meals of faculty, staff, students and guests; 3. Maintains the upkeep of the kitchen, Cafeteria Hall and its premises; Supervises the detailees (Practicum students) assigned in the Hall; and 5. Performs other tasks as may be assigned by the immediate supervisor
8	Fisherman	CLSUB-FISM-1-1998	3	14,678.00	Must be able to read and write	None Required	None Required	None Required	FAC, CLSU	1. Assists in breeding and production of ornamental fishes; 2. Assists getting inquiries on tilapia fingerlings request and scheduling of order; 3. Maintains cleanliness of laboratory facilities and premises; 4. Assists in the conduct of researches; and 5. Performs other tasks as may be assigned by the immediate supervisor and 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 March 25, 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 April 1, 2024 at the Administration Conference Room.