



Republic of the Philippines
Science City of Muñoz, Nueva Ecija

LIST OF VACANT POSITIONS

10 MAY 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	Administrative Assistant III (Senior Bookkeeper)	CLSUB-ADAS3-40-2004	9	21,211.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service SubProfessional/ First Level Eligibility	Accounting Office, CLSU	1. Preparation of Monthly Status of Cash Advances under all funds; 2. Monitoring and making sure that all cash advances and petty cash were liquidated within the prescribed period; 3. Preparation of List of Due and Demandable Accounts Payable-Advice to Debit Accounts; 4. Encoding and posting of Financial Transactions (Disbursements, Collections and Adjustments) to electronic-New Government Accounting System; 5. Reconciliation of Subsidiary Ledgers for Accounts Receivable and Property Plant and Equipment; 6. Preparation and provision of Certificate of Funds Availability and Certificate of No pending Cash Advances; 7. Preparation and Submission of Status of Unliquidated Cash Advances (Annex A), Status of Fund Transfer to Other Government Implementing Agencies (Annex B), Status of Fund Transfer to Non-Government Organization or People Organization (Annex C) and Status of Other Receivables (Annex D) to Commission on Audit
3	Administrative Assistant II (Clerk IV)	CLSUB-ADAS2-66-2004	8	19,744.00	Completion of two years studies in College	None Required	None Required	Career Service SubProfessional/ First Level Eligibility	Office of Admissions, CLSU	1. Assists with data management and generation of various reports, including normative funding, enrollment masterlist, CAT results, readmission, feedback, enrollment lists, and data requests from different agencies; 2. Provides technical support to the CLSU accreditation teams (AUN-QA, THE, QS Star, etc.) by providing and analyzing data; 3. Provides technical support to the OAD/MISO IT team in managing the Comprehensive Academic Information System (CAIS) for student and faculty records; 4. Communicates with the University Supreme Student Council (USSC) regarding issues arising between the Office of Admissions (OAD) and active students; 5. Supervises the admission process for first-year students' records; 6. Provides support to the Dean and other registrars in generating student reports; and 7. Performs other related and delegated functions
4	Administrative Assistant II (Budgeting Assistant)	CLSUB-ADAS2-69-2004	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	Budget Office, CLSU	1. Records all PPMP as per fund, program and units; 2. Monitors and controls the allocated budget per units and programs as per approved PPMP; 3. Monitors and controls expenditures of GAD fund; 4. Reviews the completeness of supportin documents for expenditures to obligate; 5. Prepares and obligates the Budget Utilization Request (BURs) for CLSU Income Funds; 6. Assists in the preparation of monthly report for availability of fund for CVLSU Income account; 7. Acts as Document Controller of the Budget Office.



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5	Administrative Assistant II (HRM Assistant)	CLSUB-ADAS2-76 -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 the conduct of Trainings ; 2. In-charged of Personnel Profile/ Statistics; 3. Assists in the appointment processing; 4. Assists in posting of leave; 5. Assist in preparation of Service Records and Certifications; and 6. Performs other human resource related functions.
6	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
7	Laboratory Aide I	CLSUB-LABA1-7-2006	2	13,819.00	Elementary School Graduate	None required	None required	None required	College of Science, CLSU	1. Prepares commonly used chemicals, reagents and instruments; 2. Assists faculty and students in their respective laboratory classes; 3. Performs other functions as requested by higher authorities
8	Laboratory Aide I	CLSUB-LABA1-44-1998	2	13,819.00	Elementary School Graduate	None required	None required	None required	FAC, CLSU	1. Maintains the cleanliness of hatchery buildings, ponds and FAC premises; 2. Cutting/ trimming of grasses along pond dikes, drainage canal and main canal, removing aquatic weeds in ponds; 3. Assists professors and researchers in cleaning experimental areas; 4. Assists research instructors in sampling, stocking, feeding, fertilizing, and harvesting of fish in their respective projects.
9	Laboratory Aide I	CLSUB-LABA1-47-1998	2	13,819.00	Elementary School Graduate	None required	None required	None required	Student Housing Unit, CLSU	1. Provides assistance to students; 2. Performs clerical works such as encoding, sorting and filing of documents. 3. Maintains cleanliness and orderliness of the surroundings; 4. Cutting and trimming of grasses of the lawn; Cleaning of drainage canal and sebgregate garbage properly; and 5. 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 Maay 20, 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 May 30, 2024 at the Administration Conference Room.