



Republic of the Philippines
 Science City of Muñoz, Nueva Ecija
LIST OF VACANT POSITIONS

04 OCT 2024

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	Nurse III	CLSUB-NURS3-3-2010	17	45,138.00	BS Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	University Health Services, CLSU	1. Prepares work schedule of nurses and nursing attendants; 2. Supervises recording of admissions, discharges, consultations and treatments; 3. Prepares monthly assignments of nurses and attendants; 4. Supervises the cleanliness of the unit; 5. Checks availability of medicines, materials, supplies in the dispensary and wards; 6. Directly supervises management of serious, difficult and emergency cases; 7. Assists the medical director in the preparation of efficiency records and report of any misconduct of personnel under supervision; 8. Shall be available for duty as exigency of service arises; 9. Coordinates all activities of the nursing department with other units; and 10. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Nurse I	CLSUB-NUR1-14-1998	15	38,413.00	BS Nursing	None Required	None Required	RA 1080	University Health Services, CLSU	1. Receives patient for consultation and treatment; 2. Takes vital signs of patient and record in medical chart; 3. Administers medication and assists physician in medical procedures; 4. Records consultation, admission and discharge of patients; 5. Maintains cleanliness of the ER, OPD and sterilizes instruments; 6. Receives sales of medicines for remittance when the pharmacist and cashier is out; 7. Issues prescribed medicine in the absence of pharmacist; 8. Accomplishes monthly assignment; and 9. Performs other related and delegated functions that may be assigned by the immediate supervisor.
3	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.
4	Science Research Analyst	CLSUB-SRAN-8-2008	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	UEPO, CLSU	1. Develops, implements, monitors and evaluates technology promotion programs, projects and activities; 2. Prepares and conducts techno transfer and related action research studies; 3. Serves as resource person and technical specialist; and 4. Performs other task/works that may be assigned by immediate supervisors.
5	Statistician I	CLSUB-STAT1-2-1998	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	SERDAC, CLSU	1. Develops and implements R&D projects on socio-economic and other related fields 2. Spearheads on database management and analytics of economics and related data; and 3. Perform other SERDAC related functions that may be assigned by the supervisor.
6	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. 8. Performs other tasks as assigned by the Director and the immediate Supervisor.; and



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7	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	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
8	Administrative Aide VI	CLSUB-ADA6-107-2004	6	18,255.00	Completion of two years studies in College	None Required	None Required	Career Service Sub Professional/ First Level Eligibility	Office of the Board Secretary, 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 Board Secretary; 4. Receives incoming communications and releases/issues physical copies of requested documents subject to strict and full compliance with relevant rules and regulations; 5. Assists in the performance of the duties and functions of the immediate supervisor; 6. Assists in the record keeping of the documents in the unit; 7. Handles the clerical and messengerial functions of the unit; and 8. Maintains the cleanliness and orderliness of the office
9	Farm Worker II	CLSUB-FAWK2-24-1998	4	16,209.00	Elementary School Graduate	None Required	None Required	None Required	CRRDC, CLSU	1. Assists in soil and plant field and laboratory experiments as assigned by the supervisor; 2. Assists in the cleanliness and orderliness of RET Complex Building and its surroundings; 3. Assists in messengerial work, keeping records, canvassing of supplies needed for various programs and projects of CRRDC; 4. Helps in pruning branches of trees, planting ornamental plants and its disposal; 5. Helps prepare hall decoration during Center affairs and assists in whatever services are required during said University occasion; and 6. Performs other related duties as instructed by the immediate supervisor.

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 October 14, 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 October 22, 2024 at the Administration Conference Room.