



19 FEB 2025

LIST OF VACANT POSITIONS

No.	Position Title	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility		
1	Statistician III	CLSUB-STAT3-36-2003	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	HRMO, CLSU	1. In-charge in the personnel statistics data such as faculty and staff profile ; 2. In-charge in the Normative Financing Data Survey, SUC Leveling, and various International and national accreditation needed documents/ information; 3. Provides data for Human Resource Information System (HRIS) and Inventory of Government Human Resource System (IGHRS); 4. Tabulates and summarizes all data pertaining to trainings, seminars, scholarships and other related personnel data; and 5. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Administrative Officer I	CLSUB-ADOF1-38-2004	10	30,024.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Property & Supply Office	1. Conducts annual physical inventory; 2. Renew Property acknowledgement receipt; 3. Receives condemned unserviceable equipment; 4. Prepares inventory and inspection report of unserviceable property and facilitate its disposal; 5. Prepares changes in the ledger card of equipment; and, 6. Performs other related and delegated funtions that may be assigned by the immediate supervisor.
3	Nursing Attendant I	CLSUB-NATT1-45-1998	4	16,833.00	Elementary School Graduate	None Required	None Required	None Required	University Health Services	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
4	Laboratory Aide I	CLSUB-LABA1-46-1998	2	14,372.00	Elementary School Graduate	None Required	None Required	None Required	AFTBI, CLSU	1. Assists in the chemical laboratory, chemical analysis or chemical synthesis; 2. Assists in the maintenance of laboratory equipments and instruments; 3. Assists in the calibration and operation of laboratory equipments; 4. Keeps inventory of product samples under shelf-life storage tests; 5. Processes papers pertaining to CLSU-AFTBI Laboratory operations; 6. Keeps laboratory records of all CLSU AFTBI clients, ushers all visitors of AFTBI; 7. Assists the TBI Manager and the BDD Director on servicing clients; and 8. 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 March 3, 2025.

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 March 6, 2025 at the Administration Conference Room.