



04 JUN 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	Administrative Officer IV	CLSUB-ADOF4-1-2008	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Human Resource Management Office, CLSU	1. Accepts application and pre-screen applicants for various plantilla positions of academic and non-academic personnel; 2. Assists in the interview process from the preparation of needed forms and documents until the evaluation of credentials of the applicants for various positions; 3. Provides checklist, verifies documents and forms for appointment of plantilla personnel 4. Prepares appointments, Reports of Appointments Issued, Accession and Separation for submission to Civil Service Commission; 5. Safekeeping of plantilla personnel documents; 6. Gives instruction and provides documents to the payroll clerk for the preparation of first salary; 7. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Houseparent I	CLSUB-HP1-18-1998	4	16,833.00	High School Graduate	None Required	None Required	None Required	University Housing Services, CLSU	1. Manages/ supervises the orderliness/ cleanliness/ sanitation and beautification of the dormitory; 2. Looks after the welfare, health, safety and other needs of residents; 3. implements dorm rules and regulations; 4. Conducts orientation and regular meeting with all the residents and daily monitors students; 5. Attends to dorm facilities necessitating repairs and or replacements; 6. Monitors proper utilization of electricity and dormitory facilities and makes proper accounting of the same; 7. Supervises all the activities of the janitors and student assistants; 8. Submits action plan, accommodation and accomplishment reports and other needed reports; 9. Attends to UHS regular meetings and; 9. 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 June 16, 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](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 June 20, 2025 at the Administration Conference Room.**