



06 MAY 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	Education Program Specialist II	CLSUB-EPS2-1-1998	16	43,560.00	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. Assists in the formulation and preparation of plans, programs and projects towards realization of the CLSU Faculty and Staff Development Plan; 2. Assists in the formulation of development policies and development of rewards and incentives of CLSU faculty and staff; 3. Assists in preparation, review, revision and updating of HR Systems and Policies; and 4. Performs other related and delegated functions that may be assigned by the immediate supervisor.
2	Administrative Officer IV	CLSUB-ADOF4-6-2006	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	University Research Program Office, CLSU	1. Provides comprehensive support to staff and executives, managing calendars, scheduling meetings, and processing correspondence. Maintain communication across departments for updates and information flow; 2. Organizes and maintains accurate records, developing efficient filing systems, ensure files comply with regulatory requirements and assist with audits; 3. Assists with budgeting by tracking expenses and preparing financial reports; 4. Collaborates with other units for financial data and prepare budget summaries; 5. Organizes internal and external events, and managing logistics, oversees budgets related to events and gather post-event feedback; 6. Identifies and resolves administrative issues, conducts assessments to enhance processes; 7. Communicates effectively with stakeholders, acting as a liaison between executives, staff, and clients and prepare and distributes professional communications; 8. Supports R&E projects by coordinating tasks and tracking progress, maintains documentation and assist in research for decision-making; and 9. Performs other related and delegated functions that may be assigned by the immediate supervisor.
3	Dormitory Manager II	CLSUB-DORMG2-1-1998	11	30,024.00	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	University Housing Services, CLSU	1. Serves as Dormitory Manager at University Housing Services; 2. Supervises/ manages the routine activities of the dorm residents; 3. Implements dormitory rules and regulations; 4. Ensures a convenient/ conducive living conditions of the dormitory residents; 5. Facilitates the enrollment/ registration of the students; 6. Attends to other needs of the residents; 7. Conducts orientation and regular meeting with all the residents and daily monitors students; 8. Submits reports promptly; 9. Attends to University Housing Services regular meetings; and 10. Performs other functions as requested by higher authorities
4	Houseparent I	CLSUB-HP1-13-1998	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; Monitors proper utilization of electricity and dormitory facilities and makes proper accounting of the same; 6. Supervises all the activities of the janitors and student assistants; 7. Submits action plan, accommodation and accomplishment reports and other needed reports; 8. 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 May 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;
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 19, 2025 at the Administration Conference Room.