



CAGAYAN STATE UNIVERSITY
Ad Optimum Educans

CALL FOR APPLICANTS!





CAGAYAN STATE UNIVERSITY
Ad Optimum Educans

CHIEF ADMINISTRATIVE OFFICER (Administrative Officer V) – SG 24

QUALIFICATIONS:

- Eligibility :** CS Professional (2nd Level Eligibility)
- Education :** Master's Degree OR Certificate in Leadership and Management from the CSC
- Training :** 40 hours of supervisory/ management learning and development intervention undertaken within the last five (5) years
- Work Experience :** Four (4) years of supervisory/ management experience

DOCUMENTARY REQUIREMENTS:

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

URDUJAH G. ALVARADO, Ph.D., CESO II
University President
CAGAYAN STATE UNIVERSITY
Central Administration, Andrews Campus,
Caritan, Tuguegarao City
president@csu.edu.ph

Submission is until **November 29, 2023.**



CAGAYAN STATE UNIVERSITY
Ad Optimum Educans

TRAINING SPECIALIST III SG-18

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Bachelor's Degree

Eligibility : CS Professional (2nd Level Eligibility)

Training : 8 hours of relevant training

Work Experience : 2 years of relevant experience

DOCUMENTARY REQUIREMENTS:

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CAGAYAN STATE UNIVERSITY
Ad Optimum Educans

REGISTRAR II, SG-15

Place of Assignment: Gonzaga Campus

QUALIFICATIONS:

Eligibility : CS Professional (2nd Level Eligibility)

Education : Bachelor's Degree

Training : 4 hours of relevant training

Work Experience : 1 year of relevant experience

DOCUMENTARY REQUIREMENTS:

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Submission is until:



CAGAYAN STATE UNIVERSITY
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ADMINISTRATIVE OFFICER I (CASHIER I), SG-10

Place of Assignment: Lal-lo Campus

QUALIFICATIONS:

Eligibility : CS Professional (2nd Level Eligibility)

Education : Bachelor's Degree

Training : none required

Work Experience : none required

DOCUMENTARY REQUIREMENTS:

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Submission is until:



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ADMINISTRATIVE OFFICER I (Supply Officer I), SG-10

Place of Assignment: Lal-lo Campus

QUALIFICATIONS:

Eligibility : CS Professional (2nd Level Eligibility)

Education : Bachelor's Degree

Training : none required

Work Experience : none required

DOCUMENTARY REQUIREMENTS:

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CAGAYAN STATE UNIVERSITY
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ADMINISTRATIVE OFFICER IV (Administrative Officer II) , SG-15

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Bachelor's Degree

Eligibility : CS Professional (2nd Level Eligibility)

Training : 4 hours of relevant training

Work Experience : 1 year of relevant experience

DOCUMENTARY REQUIREMENTS:

- 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;
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CAGAYAN STATE UNIVERSITY
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INTERNAL AUDITOR II, SG-15

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job

Eligibility : CS Professional (2nd Level Eligibility)

Training : 4 hours of relevant training

Work Experience : 1 year of relevant experience

DOCUMENTARY REQUIREMENTS:

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CAGAYAN STATE UNIVERSITY
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ADMINISTRATIVE ASSISTANT II (Property Custodian), SG-8

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Completion of two years studies in college

Eligibility : CS Sub Professional (1st Level Eligibility)

Training : 4 hours of relevant training

Work Experience : 1 year of relevant experience

DOCUMENTARY REQUIREMENTS:

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ADMINISTRATIVE AIDE VI (Cash Clerk II), SG-6

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Completion of two years studies in college

Eligibility : CS Sub Professional (1st Level Eligibility)

Training : none required

Work Experience : none required

DOCUMENTARY REQUIREMENTS:

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CAGAYAN STATE UNIVERSITY
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ADMINISTRATIVE AIDE III (Clerk I), SG-3

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Completion of two years studies in college

Eligibility : CS Sub Professional (1st Level Eligibility)

Training : none required

Work Experience : none required

DOCUMENTARY REQUIREMENTS:

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CAGAYAN STATE UNIVERSITY
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ADMINISTRATIVE AIDE III (Carpenter I), SG-3

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Elementary School Graduate

Eligibility : Carpenter (MC 11, s. 96-Cat.I)

Training : none required

Work Experience : none required

DOCUMENTARY REQUIREMENTS:

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LIGHT EQUIPMENT OPERATOR SG-2

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Elementary School Graduate

Eligibility : none required

Training : none required

Work Experience : none required (MC 11, s. 96-
Cat.III)

DOCUMENTARY REQUIREMENTS:

- 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;
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ADMINISTRATIVE AIDE I (Utility Worker I), SG-1

Place of Assignment: Central Administration

QUALIFICATIONS:

Education : Must be able to read and write

Eligibility : none required

Training : none required

Work Experience : none required (MC 11, s. 96-
Cat.III)

DOCUMENTARY REQUIREMENTS:

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