

LIST OF ADMINISTRATIVE VACANT POSITIONS
As of March 31, 2024

Central Administration

NO.	POSITION TITLE	S/G	MONTHLY SALARY	QUALIFICATON STANDARDS	
1	Executive Assistant III - 20 (CT)	20	57,347.00	Education:	Bachelor's Degree
				Experience:	2 years of relevant experience
				Training:	8 hours of relevant training
				Eligibility:	CS Professional (2nd Level Eligibility)
1	Administrative Officer V (Administrative Officer III)	18	46,725.00	Education:	Bachelor's Degree relevant to the job
				Experience:	2 years of relevant experience
				Training:	8 hours of relevant training
				Eligibility:	CS Professional (2nd Level Eligibility)
1	Training Specialist III	18	46,725.00	Education:	Bachelor's Degree
				Experience:	2 years of relevant experience
				Training:	8 hours of relevant training
				Eligibility:	CS Professional (2nd Level Eligibility)
1	Planning Officer III	18	46,725.00	Education:	Bachelor's Degree relevant to the job
				Experience:	2 years of relevant experience
				Training:	8 hours of relevant training
				Eligibility:	CS Professional (2nd Level Eligibility)
1	Information Officer III	18	46,725.00	Education:	Bachelor's Degree
				Experience:	2 years of relevant experience
				Training:	8 hours of relevant training
				Eligibility:	CS Professional (2nd Level Eligibility)
1	Administrative Assistant V Private Secretary I) (CT)	11	27,000.00	Education:	Completion of two years studies in College
				Experience:	None required
				Training:	None required
				Eligibility:	None required

Interested Applicants may submit their Application Letters, Resume/Biodata and other Credentials to:

ARTHUR G. IBAÑEZ, Ph.D., ASEAN EGNR.
 OIC, Office of the University President
 Cagayan State University
 Central Administration
 Andrews Campus
 Caritan Tuguegarao City, Cagayan