


Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Request for Publication of Vacant Positions



CAGAYAN-BATANES FIELD OFFICE
RECEIVED

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Control No.: 25-04-192
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 Receiving Officer

Date: _____

RAMON HENRY PEREGRINO O. KANAPI
Chief Administrative Officer

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CAGAYAN STATE UNIVERSITY in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Planning Officer II)	CSUB-ADOF4-15-2022	15	40,208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd Level Eligibility)	N/A	CSU
2	School Farming Coordinator I	CSUB-SFC1-1-1999	13	15,852	Bachelor's degree relevant to the job	None Required	None Required	CS Professional (2nd Level Eligibility)	N/A	CSU
3	Legal Assistant II	CSUB-LEA2-11-2022	12	32,245	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	CS Professional (2nd Level Eligibility)	N/A	CSU
4	Administrative Aide I (Utility Worker I)	CSUB-ADA1-59-2004	1	14,061	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s.2013-Cat III)	N/A	CSU

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 12, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ARTHUR G. IBAÑEZ, Ph.D., ASEAN ENGR.
 OIC, Office of the University President
 Central Administration, Andrews Campus, Caritan, Tuguegarao City
president@csu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The CAGAYAN STATE UNIVERSITY advocates the Equal Employment Opportunity Principle (EEO). We encourage and welcome applications from all qualified individuals, regardless of gender, religion, ethnicity, marital status, or disability. All applicants will be evaluated based on their qualifications and merits.