

November 2024

# WE'RE HIRING



## ADMINISTRATIVE ASSISTANT II

(NSCAB-ADAS2-1-2014)

Php 20,534.00/month

### QUALIFICATIONS:

- Career Service (Sub-professional)
- Completion of two-year studies in college
- 4 hours relevant training
- 1 year of relevant work experience
- Must possess good organizational, administrative and supervisory skills
- Strong skills in administering complex record systems, including some experience with computerized information systems
- Familiarity with higher education organizational structures and academic policies and ability to deal effectively with a wide variety of individuals within and outside of the College
- Previous Registrar's Office experience desirable

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now** ✓

### CONTACT DETAILS:

✉ cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
5. Photocopy of **certificate of employment with actual duties and responsibilities**;
6. Photocopy of **certificate of training/seminars attended (for the past 5 years)**;
7. Photocopy of **performance rating** in the last rating period; and
8. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INFORMATION TECHNOLOGY OFFICER I

(NSCAB-ITO1-22-2023)

Php 53,873.00/month

### QUALIFICATIONS:

- > Career Service (Professional)
- > Bachelor's degree relevant to the job
- > 2 Years relevant experience
- > 8 hours relevant training
- > Strong technical and analytical skills
- > Excellent problem solving, communication, and teamwork abilities
- > Competent in maintaining and troubleshooting hardware and software, overseeing network operations and security, implementing ICT policies, and assisting in the development of digital solutions to enhance institutional efficiency

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now**



### CONTACT DETAILS:

- ✉ cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph
- ☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **diploma and/or certificate of graduation**;
5. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
6. Photocopy of **certificate of employment with actual duties and responsibilities**;
7. Photocopy of **certificate of training/seminars attended (for the past 5 years)**;
8. Photocopy of **performance rating** in the last rating period; and
9. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## ADMINISTRATIVE OFFICER I (CASHIER I)

(NSCAB-ADOF1-7-2016)

Php 24,318.00/month

### QUALIFICATIONS:

- Career Service (Professional)
- Bachelor's Degree
- Strong organizational, numerical, and customer service skills
- Proficiency in operating cashiering systems
- Attention to detail, excellent communication skills, and the ability to address inquiries or resolve payment-related issues
- Trainings and experience are non-required

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now**



### CONTACT DETAILS:

✉ cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **diploma and/or certificate of graduation**;
5. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
6. Photocopy of **certificate of employment with actual duties and responsibilities** (if available);
7. Photocopy of **certificate of training/seminars attended** (if available);
8. Photocopy of **performance rating** in the last rating period (if applicable); and
9. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## FARM FOREMAN

(NSCAB-FAFM-1-2002)

Php 18,255.00/month

### QUALIFICATIONS:

- High School Graduate
- Communication Competencies
- Trainings, experience, and eligibility are non-required

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Form 137/High School Card**;
4. Photocopy of **diploma and/or certificate of graduation**;
5. Photocopy of **certificate of employment with actual duties and responsibilities** (if available);
6. Photocopy of **performance rating** in the last rating period (if available); and
7. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now**



### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

### DEADLINE:

**DECEMBER 08, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (NSCAB-ADOF1-48-2023) Php 24,318.00/month

### QUALIFICATIONS:

- Career Service (Professional)
- Bachelor's Degree
- Strong organizational and administrative skills
- Proficiency in record-keeping systems, archiving, and ensuring that all documents are properly classified and accessible.
- Trainings and experience are non-required



This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **diploma and/or certificate of graduation**;
5. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
6. Photocopy of **certificate of employment with actual duties and responsibilities** (if available);
7. Photocopy of **certificate of training/seminars attended** (if available);
8. Photocopy of **performance rating** in the last rating period (if applicable); and
9. **Application letter** (indicating the position applied for and item number) addressed to:

**Apply Now** 

### CONTACT DETAILS:

-  [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)
-  +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## ADMINISTRATIVE AIDE VI (CLERK III) 2 Plantilla Items (NSCAB-ADA6-88-2023 / NSCAB-ADA6-80-2023) Php 18,255.00/month

### QUALIFICATIONS:

- Career Service (Sub-professional)
- Completion of 2 Years in college
- Proficiency in office software applications
- Strong organizational skills, attention to detail, effective communication, ability to multitask, and a high level of professionalism
- Trainings and experience are non-required

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now** ✓

### CONTACT DETAILS:

- ✉ cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph
- ☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
5. Photocopy of **certificate of employment with actual duties and responsibilities** (if available);
6. Photocopy of **certificate of training/seminars attended** (if available);
7. Photocopy of **performance rating** in the last rating period (if available); and
8. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## ADMINISTRATIVE ASSISTANT II (ENGINEERING ASSISTANT)

(NSCAB-ADAS2-8-2016)

Php 20,534.00/month

### QUALIFICATIONS:

- Career Service (Sub-professional)
- Completion of 2-year studies in college
- 4 Hours Relevant Training
- 1 year of relevant work experience
- Attention to detail and keen on observing instructions
- Adept in Engineering Drawing
- Proficient in report preparation and generation

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now** ✓

### CONTACT DETAILS:

✉ cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**DECEMBER 08, 2024**

### REQUIREMENTS:

1. Properly accomplished **Personal Data (PDS CSC Form 212. Revised 2017)** with attached **Work Experience Sheet**, download at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of **certificate of eligibility/rating/license**;
3. Photocopy of **Transcript of Records**;
4. Photocopy of **authenticated copy of certificate of eligibility/bar or board rating/license**;
5. Photocopy of **certificate of employment with actual duties and responsibilities**;
6. Photocopy of **certificate of training/seminars attended**;
7. Photocopy of **performance rating** in the last rating period; and
8. **Application letter** (indicating the position applied for and item number) addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**  
Central Philippines State University  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**





# WE'RE HIRING



## INSTRUCTOR II

(2 PLANTILLA ITEMS)  
Php 32,870.00/month

### QUALIFICATIONS:

- **Master's Degree in Criminal Justice Education**
- **Registered Criminologist**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

### REQUIREMENTS:

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture;
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**;
5. **Letter of Intent** addressed to:

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ▼

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**NOVEMBER 30, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-90-2017)

Php 30,705.00/month

### QUALIFICATIONS:

- **Master's Degree in the area of specialization or its allied/related fields (Preferably in Mathematics)**
- **Relevant RA 1080 Eligibility**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ▼

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

### DEADLINE:

**NOVEMBER 17, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-70-2017)

Php 30,705.00/month

### QUALIFICATIONS:

- **Master's Degree vertically aligned in INFORMATION TECHNOLOGY**
- **Relevant RA 1080 Eligibility**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:


**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** 

### CONTACT DETAILS:

 [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

 +63917-301-5565 or (034) 702-9903

### DEADLINE:

**NOVEMBER 17, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**



# We are HIRING!

## POSITION TITLES

- **Administrative Assistant III (Senior Bookkeeper)**  
(NSCAB-ADAS3-54-2023)
- **P21,211.00** (SG 9) monthly salary

## QUALIFICATIONS

- Completion of two years studies in college
- With 4 hours of relevant training
- With 1 year of relevant experience
- Career Service (Sub-professional) / First Level Eligibility

## APPLY NOW

**INTERESTED AND QUALIFIED APPLICANTS** should signify their interest in writing. Attach the following documents to the application letter and send to the address not later than **OCTOBER 31, 2024:**

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with a recent passport-sized picture;
2. **Performance evaluation rating** in the last 2 rating periods;
3. Photocopy of **certificates of relevant seminars or trainings attended;**
4. Photocopy of **License or Eligibility;** and
5. Photocopy of **Academic or Transcript of Records.**

This Office highly encourages **ALL** interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in (in CPSU Main Campus) or send through email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)) or courier their application to:

**ALADINO C. MORACA, Ph. D.**

SUC President

Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH INCOMPLETE  
DOCUMENTS SHALL NOT BE ENTERTAINED.**

**October 2024**

# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-8-2004)

Php 30,705.00/month

### QUALIFICATIONS:

- **Master's Degree in AGRICULTURAL ECONOMICS**
- **Relevant RA 1080 Eligibility (Agriculturist)**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ▼

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

### DEADLINE:

**OCTOBER 31, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INSTRUCTOR III

(NSCAB-INST3-10-2013)

Php 35,434.00/month

### QUALIFICATIONS:

- **Master's Degree of Science in AGRICULTURE Major in CROP PROTECTION**
- **Preferably Plant Pathology**
- **Relevant RA 1080 Eligibility (Agriculturist)**
- **4 hours of relevant training**
- **1 year of relevant experience**
- **Innovative Competency**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ▼

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

### DEADLINE:

**OCTOBER 31, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## LEGAL ASSISTANT II

(NSCAB-LEA2-16-2023)

Php 30,705.00/month

### QUALIFICATIONS:

- > Career Service (Professional Second Level Eligibility)
- > Graduate of 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
- > Analytical and Strategic Thinking skills

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now**

### CONTACT DETAILS:

cpsu\_main@cpsu.edu.ph or cpsu\_jobapplications@cpsu.edu.ph

+63917-301-5565 or (034) 702-9903

**DEADLINE:**

**OCTOBER 22, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**



# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-77-2017)

Php 30,705.00/month

### QUALIFICATIONS:

- **MASTER'S DEGREE** vertically aligned in **INFORMATION TECHNOLOGY**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ✓

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**OCTOBER 30, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-99-2017)

Php 30,705.00/month

### QUALIFICATIONS:

- **MASTER'S DEGREE** vertically aligned in **HOSPITALITY MANAGEMENT**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ✓

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**OCTOBER 30, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



## INSTRUCTOR I

(NSCAB-INST1-47-2017)

Php 30,705.00/month

### QUALIFICATIONS:

- **MASTER'S DEGREE** vertically aligned in **INFORMATION TECHNOLOGY**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**

**SUC President II**

Central Philippines State University  
Kabankalan City, Negros Occidental

**Apply Now** ▼

### CONTACT DETAILS:

✉ [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

☎ +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**OCTOBER 30, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

**September 2024**

# WE'RE HIRING



PERMANENT POSITION

## INSTRUCTOR II

(NSCAB-INST2-32-2024)  
Php 31,320.00/month

### QUALIFICATIONS:

- **MASTER'S DEGREE** in Physical Education
- **Licensed Professional Teacher**
- **Communication Competency**
- **Trainings and work experience are advantage but not required**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:


**ALADINO C. MORACA, Ph.D.**

**SUC President**

Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Apply Now** 

### CONTACT DETAILS:

 [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

 +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**SEPTEMBER 15, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

# WE'RE HIRING



PERMANENT POSITION

## INSTRUCTOR III

(NSCAB-INST3-5-2017)  
Php 33,843.00/month

### QUALIFICATIONS:

- **MASTER'S DEGREE** in Education
- **Preferably with Ph. D. in Education**
- **Licensed Professional Teacher**
- **1 year Relevant experience**
- **4 hours of relevant training**
- **Innovative Competency**

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Performance rating in the last rating period;
3. Photocopy of **certificates of seminars or trainings attended**, if applicable;
4. Authenticated copy of **Academic or Transcript of Records**;
5. Photocopy of License; &
6. **Letter of Intent** addressed to:


**ALADINO C. MORACA, Ph.D.**

**SUC President**

Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Apply Now** 

### CONTACT DETAILS:

 [cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) or [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)

 +63917-301-5565 or (034) 702-9903

**DEADLINE:**  
**SEPTEMBER 15, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**

August 2024

# URGENT HIRING



## POSITIONS

### COLLEGE INSTRUCTORS

(Contract of Service)

#### QUALIFICATIONS:

- > Preferably with Master's degree in line of the specialization
- > Licensed professional (if applicable)
- > Experience is an advantage but not required

#### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Photocopy of **certificates of seminars or trainings attended**, if applicable;
3. Photocopy of **License**, if applicable;
4. Photocopy of **Academic or Transcript of Records**; &
5. **Letter of Intent** addressed to:


**ALADINO C. MORACA, Ph.D.**

SUC President

Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Apply Now** 

#### CONTACT DETAILS:

 cpsu\_main@cpsu.edu.ph  
 + 63917-301-5565 or (034)702-9903

#### DEADLINE:

**AUGUST 31, 2024**

#### SPECIALIZATIONS:

##### > Main

Science  
Agricultural Biosystem Engineer  
Accountancy  
Forestry

##### > Victorias Campus

Physical Education

##### > Murcia & Valladolid Extension Class

Information Technology

##### > Sipalay Campus

Hospitality Management

##### > San Carlos Campus

Information Technology  
Physical Education  
Social Science

APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL NOT BE  
ENTERTAINED.

The Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

June 2024



#### **Position Title, Item Number, Office Assignment and Salary**

- **ACCOUNTANT III**
- NSCAB-A3-1-2003
- Php 51,357 per month

01



#### **Education Qualification**

- Bachelor's Degree in Commerce/  
Business Administration major in Accounting

02



#### **Experience, Training and Eligibility**

- 2 years relevant experience
- 8 hours of relevant training
- RA 1080 Certified Public Accountant (CPA)

03



#### **Competency**

- Delivering professional and excellent service
- Exemplifying integrity
- Attention to details
- Government accounting and auditing rules and regulations, taxation

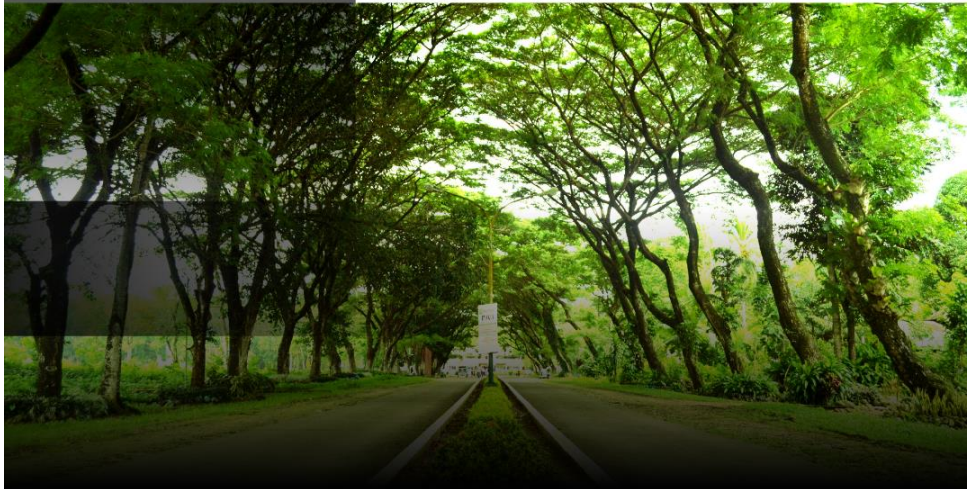
04



**0917-301-5565**

[cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)





#### **Position Title, Item Number, Office Assignment and Salary**

- **ADMINISTRATIVE OFFICER V**  
(Budget Officer III)
- NSCAB-ADOF5-9-2006
- Php 46,725.00 per month

01



#### **Education Qualification**

- Bachelor's Degree relevant to the job

02



#### **Experience, Training and Eligibility**

- 2 years relevant experience
- 8 hours of relevant training
- Career Service (Professional)/  
Second Level Eligibility

03



#### **Competency**

- Delivering professional and  
excellent service
- Exemplifying integrity
- Attention to details

04



**0917-301-5565**

[cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)



# We are HIRING!

## POSITION TITLES

- **Administrative Officer V (Budget Officer III)**  
(NSCAB-ADOF5-9-2006)
- **Accountant III** (NSCAB-A3-1-2003)

## APPLY NOW

**INTERESTED AND QUALIFIED APPLICANTS** should signify their interest in writing. Attach the following documents to the application letter and send to the address not later than **June 30, 2024**:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. **Performance evaluation rating** in the last 2 rating periods;
3. Photocopy of **certificates of relevant seminars or trainings attended**;
4. Photocopy of **License or Eligibility**; and
5. Photocopy of **Academic or Transcript of Records**.

This Office highly encourages **ALL** interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in (in CPSU Main Campus) or send through email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or courier their application to:

**ALADINO C. MORACA, Ph. D.**

SUC President

Central Philippines State University (CPSU)

Kabankalan City, Negros Occidental

**APPLICATIONS WITH INCOMPLETE  
DOCUMENTS SHALL NOT BE ENTERTAINED.**

**May 2024**

# WE'RE HIRING



## POSITIONS

### COLLEGE INSTRUCTORS

( Contract of Service )

#### QUALIFICATIONS:

- Preferably with Master's degree in line of the specialization
- Licensed professional (if applicable)
- Experienced is an advantage but not required

#### REQUIREMENTS:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. Photocopy of **certificates of seminars or trainings attended**, if applicable;
3. Photocopy of **License**, if applicable;
4. Photocopy of **Academic or Transcript of Records**; &
5. **Letter of Intent** addressed to:

**ALADINO C. MORACA, Ph.D.**  
SUC President  
Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

#### SPECIALIZATIONS

- English
- Filipino
- Foreign Language
- Mathematics
- Social Sciences
- Natural Sciences
- Biological Sciences
- Behavioral Sciences
- Physical Education
- Elementary Education
- Information Technology
- Early Childhood Educ.
- Statistics
- Hospitality Management
- Criminology
- Electrical Engineering
- Mechanical Engineering
- Agricultural & Biosystem Engineering
- Chemical Engineering
- Agriculture
- Crop Science
- Animal Science
- Agribusiness
- Forestry

This Office highly encourages ALL interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE)

**Apply Now** 

#### CONTACT DETAILS:

 cpsu\_main@cpsu.edu.ph

 +63917-301-5565 or (034) 702-9903

#### DEADLINE:

**JUNE 30, 2024**

**APPLICATIONS WITH  
INCOMPLETE  
DOCUMENTS SHALL  
NOT BE ENTERTAINED.**



WE ARE Hiring!

## ADMINISTRATIVE ASSISTANT II (Property Custodian)

- Item #** • NSCAB-ADAS2-57-2023
- Salary** • P19,744/month
- Place of Assignment**
  - Central Philippines State University

- Qualifications**
  - Completion of 2 years studies in College
  - Experience and training are none required
  - Career Service (Sub-professional) / First Level Eligibility

- Competency**
  - Delivering professional and excellent service
  - Exemplifying integrity
  - Attention to details
  - Computer proficient

- Required Documents**
  - Letter of Intent addressed to:
    - ALADINO C. MORACA, Ph. D.**  
SUC President  
Central Philippines State University  
Kabankalan City, Negros Occidental
  - Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form #212, revised 2017)
  - 2 latest performance rating (if applicable)
  - Certificate of trainings (if applicable)
  - Transcript of Records
  - License or eligibility
- Deadline** • June 2, 2024 (Sunday)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

[cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) +63917-301-5565  
 [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)



WE ARE Hiring!

## ADMINISTRATIVE ASSISTANT II (Engineering Assistant)

- Item #** • NSCAB-ADAS2-57-2023
- Salary** • P19,744/month
- Place of Assignment**
  - Central Philippines State University

- Qualifications**
  - Completion of 2 years studies in College
  - Experience and training are none required
  - Career Service (Sub-professional) / First Level Eligibility

- Competency**
  - Excellent verbal and written communication skills
  - Interpersonal competence
  - Attention to details
  - Computer proficient

- Required Documents**
  - Letter of Intent addressed to:
    - ALADINO C. MORACA, Ph. D.**  
SUC President  
Central Philippines State University  
Kabankalan City, Negros Occidental
  - Fully accomplished and notarized Personal Data Sheet (PDS) (CS Form #212, revised 2017)
  - 2 latest performance rating (if applicable)
  - Certificate of trainings (if applicable)
  - Transcript of Records
  - License or eligibility
- Deadline** • June 2, 2024 (Sunday)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

[cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph) +63917-301-5565  
 [cpsu\\_jobapplications@cpsu.edu.ph](mailto:cpsu_jobapplications@cpsu.edu.ph)



# WE ARE HIRING!

*Join our Team*

**POSITION TITLES:**

- **BUSINESS MANAGER**
- **COUNTRY COORDINATOR**
- **COMMUNICATIONS, MONITORING & EVALUATION OFFICER**

Project Title: **Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)**  
Employer: **Central Philippines State University (CPSU)**  
Location: **Kabankalan City, Negros Occidental, Philippines**  
Salary Range: **Business Manager - \$750 to \$910**  
**Country Coordinator - \$900 to \$1,120**  
**Communication, Monitoring & Evaluation Officer - \$800 to \$950**  
-- above salaries are per month, based on qualification

*( For further information about the positions, see attachments )*

**REQUIREMENTS:**

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

CPSU highly encourages **ALL** interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

Applicants are advised to submit via email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or by courier/hand to the **CPSU Main Campus** to:

**ALADINO C. MORACA, Ph.D.**  
**SUC President**  
Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Applicants should submit the following requirements on or before May 25, 2024.**

*For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948*



**Job Announcement:**  
**ALOFT Business Manager**  
**Central Philippines State University (CPSU)**

**Background:** Central Philippines State University (CPSU) is located in Kabankalan, Negros Occidental, Philippines. The university focuses on the development and strengthening of education programming and outcomes in agriculture. CPSU is committed to delivering quality education, conducting research and providing extension services to meet the needs of the surrounding communities it serves.

**Announcement:** In partnership with the University of Tennessee (UT) Smith Center for International Agriculture, the Central Philippines State University (CPSU) is implementing a five-year project on "Farmer-to-Farmer: Agricultural Leaders of Tomorrow (ALOFT)." The ALOFT project aims to engage youth in agriculture by providing needs-based capacity development to Philippines host organizations through short-term (2-week) technical exchanges with U.S. volunteer experts. ALOFT will recruit and support a range of Filipino organizations in the agricultural sector, including farmer cooperatives, agribusinesses, NGOs, and education institutions. CPSU is looking for a dynamic and dedicated professional to join our team for the following grant-funded position:

Terms of Reference (ToR): Business Manager	
Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Business Manager
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: \$750 to \$910 per month, based on qualifications

**How to apply:** Applicants should submit the following materials by **May 25, 2024 or sooner**. Applications will be reviewed on a rolling basis as they are received.

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

These materials should be submitted via email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or by courier/hand to the **CPSU Main Campus**:

**ALADINO C. MORACA, Ph.D.**  
SUC President  
Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Eligibility:** CPSU highly encourages **ALL** interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

*For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948*



**Job Announcement:**  
**ALOFT Communications and Monitoring & Evaluation Officer**  
**Central Philippines State University (CPSU)**

**Background:** Central Philippines State University (CPSU) is located in Kabankalan, Negros Occidental, Philippines. The university focuses on the development and strengthening of education programming and outcomes in agriculture. CPSU is committed to delivering quality education, conducting research and providing extension services to meet the needs of the surrounding communities it serves.

**Announcement:** In partnership with the University of Tennessee (UT) Smith Center for International Sustainable Agriculture, the Central Philippines State University (CPSU) is implementing a five-year project, "Farmer-to-Farmer: Agricultural Leaders of Tomorrow (ALOFT)." The ALOFT project aims to engage youth in agriculture by providing needs-based capacity development to Philippines host-organizations through short-term (2 week) technical exchanges with U.S. volunteer experts. ALOFT will recruit and support a range of Filipino organizations in the agricultural sector, including farmer cooperatives, agribusinesses, NGOs, and education institutions. CPSU is looking for a dynamic and dedicated professional to join our project team for the following grant-funded position:

Terms of Reference (ToR): Communication and Monitoring & Evaluation Officer	
Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Communication and M&E Officer
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: USD \$800 to \$950 per month, based on qualifications

**How to apply:** Applicants should submit the following materials by **May 25, 2024 or sooner**. Applications will be reviewed on a rolling basis as they are received.

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

**These materials should be submitted via email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or by courier/hand to the CPSU Main Campus:**

**ALADINO C. MORACA, Ph.D.**  
 SUC President  
 Central Philippines State University (CPSU)  
 Kabankalan City, Negros Occidental

**Eligibility:** CPSU highly encourages ALL interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

**Position Summary:** Working under the supervision of the ALOFT Philippines Country Director, the Communications and M&E Officer leads all communications and monitoring & evaluation (M&E) work on ALOFT programming in the Philippines. This position will be based at Central Philippines State University (CPSU) and work collaboratively with a team of project staff in the Philippines and the U.S. The Communications and M&E Officer will work with the UT ALOFT Southeast Asia Program Manager on regular and relevant communications materials and outreach programming to promote ALOFT's work. This person will also lead M&E activities in the Philippines and will work with the UT Monitoring, Evaluation, and Learning (MEL) Specialist to collect data, track project progress, and report results. Due to the time difference with the United States, the Communications and M&E Officer must have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT. This position is also expected to routinely travel to the field to meet with partners and collect data on capacity building activities.

**Specific Roles and Responsibilities:**

- ❖ **Coordinate M&E activities for ALOFT Philippines project:**
  - Conduct pre- and post-assignment evaluations of host-organizations to assess the impact of technical assistance.
  - Compile data for monthly and semi-annual reports submitted to USAID and stakeholders.
  - Review collected data for accuracy and compliance with USAID reporting requirements
  - Participate in virtual and in-person meetings with Filipino partners, regional partners in Southeast Asia, and U.S. partners at the University of Tennessee and other institutions.
- ❖ **Develop communication materials that highlight the impact of volunteer assignments with host-organizations**
  - Work closely with the Country Coordinator in the Philippines and UT Southeast Asia Program Manager in the U.S. to identify impact stories.
  - Travel to the field to take photos and gather input from host-organizations for communication materials.
  - Develop social media posts, donor report stories, presentations, or web pages, following the USAID-approved Marking & Branding Strategy for the F2F ALOFT program.
  - Perform other tasks as required by the project.

**Minimum Qualifications:**

- Bachelor's or Master's degree in agriculture-related field (e.g., agronomy, animal sciences, agricultural education, extension, rural development), Monitoring and Evaluation, Project Management, and/or Journalism
- At least 2 years of experience supporting donor-funded projects, preferably in the agricultural sector
- Preferably have experience working at the non-government organizations
- Advanced proficiency in English, both oral and written
- Strong communication / Journalism skills
- Proficiency in Microsoft Office software, Word, Excel, PowerPoint
- Ability to create and maintain effective working relations with community-based organizations, NGO partners, and international donor agencies
- Ability to travel to field sites and engage in participatory planning and training activities

**Preferred Qualifications:**

- Experience supporting USAID-funded programs
- Experience with monitoring and evaluating
- Proficiency in Adobe Creative Suite or similar graphic design software
- Proven experience/leadership in project management and/or communication

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

**Position Summary:** Working under the supervision of the ALOFT Philippines Country Director, the Country Coordinator serves as the main point of contact for recruiting Filipino host-organizations and developing volunteer scopes of work. This position will be based at Central Philippines State University (CPSU) and work collaboratively with a team of project staff in the Philippines and the U.S. s/he will work directly with the CPSU ALOFT Country Director and UT Program Manager to match U.S. volunteers to assignments and support their implementation with host-organizations. Additionally, the Country Coordinator supports communication, outreach, and monitoring and evaluation (M&E) activities, measuring the impact of volunteer assignments and reporting on results. In this capacity, the Country Coordinator will cultivate and maintain relationships with host-organizations through frequent travel to the field and follow-up by email and phone. Furthermore, the Country Coordinator will serve as the main point of contact for U.S. volunteers while on assignment within the Philippines and will be responsible for developing and maintaining compliance with a country safety and security plan. Due to the time difference with the United States, the Country Coordinator will need to have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT.

**Specific Roles and Responsibilities:**

- ❖ **Recruit host-organizations in the Philippines and identify their specific needs for short-term capacity-building activities, e.g., training, consultations, strategic planning**
  - Work closely with the project team to recruit potential host-organizations and identify specific needs that can be addressed through technical assistance
  - Develop detailed scopes of work for each assignment in accordance with the identified needs of host-organizations.
  - Work closely with the CPSU ALOFT Country Director and UT Program Manager- Southeast Asia to match volunteer experts from the U.S. with scopes of work.
  - Coordinate with the project team to support the host organization in preparing the post-assignment action plans.
- ❖ **Coordinate project activities to ensure implementation is on track and meets objectives**
  - Work closely with the Country Director on preparing and implementing annual workplans
  - Coordinate logistics for volunteer assignments and accompany volunteers during travel in Philippines, as necessary
  - Serve as the main point of contact for U.S. volunteers while on assignment
  - Develop and maintain compliance with a country safety and security plan for volunteer and staff travel in Philippines
- ❖ **Support communication, reporting, and stakeholder engagement activities**
  - Work with Communication and M&E Officer to document and increase the visibility of project activities through reports, social media posts, and presentations
  - Compile data on activities and prepare monthly and semi-annual reports
  - Participate in virtual and in-person meetings with Philippines partners, regional partners in Southeast Asia, and U.S. partners at the University of Tennessee
  - Perform other tasks as required by the project

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

**Position Summary:** Working under the supervision of the F2F Country Director, the Business Manager will serve as the administrative support for travel, invoicing, and sub-award financial reporting. This position will be based at Central Philippines State University (CPSU) and work collaboratively with a team of project staff in the Philippines and the U.S. This person will work directly with the UT ALOFT Business Manager to ensure the timely processing of administrative duties so that volunteers are placed efficiently, and ALOFT spending remains on track and compliant with policies and procedures. The Business Manager will also coordinate with the UT ALOFT Southeast Asia Program Manager and UT ALOFT Business Manager on volunteer travel and financial reporting. Due to the time difference with the United States, the Business Manager must have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT.

**Specific Roles and Responsibilities:**

- ❖ **Provide direction and oversight to business operations for ALOFT Philippines**
  - Direct operation of all ALOFT Philippines business activities, including purchasing supplies and assigning expenses to appropriate project accounts
  - Responsible for financial records management (original document files, record retention policy compliance) for the ALOFT Philippines program
  - Ensure compliance with CPSU, UT, and USAID policies, deadlines, and procedures
  - Work with the UT Business Manager to troubleshoot problems and correct non-compliance issues. Intervene as necessary to resolve ongoing issues
  - Manage travel and reporting calendar for the ALOFT Philippines team in coordination with the Country Coordinator
- ❖ **Manage in-country travel for staff and volunteers**
  - Coordinate with the Country Director and Country Coordinator to book local transportation and accommodations for staff and U.S. volunteers
  - Audit receipts and expenses turned in for reimbursement, advising staff on expenditures that do not comply with UT or USAID policy
- ❖ **Manage Financial review, planning, and reporting**
  - Review ALOFT Philippines ledgers for appropriate expenses
  - Process and submit invoices to UT for expenses on a timely basis
  - Prepare financial reports for USAID per contract requirements
  - Review and forecast ALOFT Philippines program spending and balances
  - Consult with and advise the ALOFT Philippines Country Director on budget management

**Minimum Required Qualification**

- Bachelor's degree in business or accounting
- 4 -5 years of experience in accounting and/or financial management
- At least 2 years of experience supporting donor-funded projects
- At least 3 years' experience working at the non-government organization
- Advanced proficiency in English, both oral and written
- Proficiency in word processing, spreadsheet applications, and financial/HR software
- Knowledge of general financial, operational, and administrative policies, and procedures
- Experience supporting grant-funded programs
- Ability to create and maintain effective working relations with team members and international partners

**Preferred Qualifications:**

- Experience with USAID-funded programs
- Experience working in university administration

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

**Minimum Required Qualification**

- Bachelor's or Master's degree in agriculture-related fields (e.g., agronomy, animal sciences, agricultural education, extension, rural development) with a strong technical background in agricultural practice
- At least 2 years of experience coordinating donor-funded projects, or in non-government organizations preferably in the agricultural sector
- Experience gathering, analyzing, and using evidence to guide project management
- Good interpersonal, negotiation, facilitation, and time management skills
- Advanced proficiency in English, both oral and written
- Strong background in community organizing, technology and enterprise development
- Ability to create and maintain effective working relations with community-based organizations, NGO partners, and international donor agencies
- Ability to travel to field sites and engage in participatory planning and training activities
- Proficiency in Microsoft Office software, Word, Excel, PowerPoint

**Preferred Qualifications:**

- Experience supporting USAID-funded programs
- Strong leadership skills, including experience leading or facilitating trainings
- Familiarity with stakeholders and organizations in the horticulture and/or livestock sectors

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948



**Job Announcement:  
ALOFT Country Coordinator  
Central Philippines State University (CPSU)**

**Background:** Central Philippines State University (CPSU) is located in Kabankalan, Negros Occidental, Philippines. The university focuses on the development and strengthening of education programming and outcomes in agriculture. CPSU is committed to delivering quality education, conducting research and providing extension services to meet the needs of the surrounding communities it serves.

**Announcement:** In partnership with the University of Tennessee (UT) Smith Center for International Sustainable Agriculture, the Central Philippines State University (CPSU) is implementing a five-year project, "Farmer-to-Farmer: Agricultural Leaders of Tomorrow (ALOFT)." The ALOFT project aims to engage youth in agriculture by providing needs-based capacity development to Philippines host-organizations through short-term (2 week) technical exchanges with U.S. volunteers. ALOFT will recruit and support a range of Filipino organizations in the agricultural sector, including farmer cooperatives, agribusinesses, NGOs, and education institutions. CPSU is looking for a dynamic and dedicated professional to join our project team for the following grant-funded position:

<b>Terms of Reference (ToR): Country Coordinator</b>	
Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Country Coordinator
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: \$900 to \$1,120 per month, based on qualifications

**How to apply:** Applicants should submit the following materials by **May 25, 2024 or sooner**. Applications will be reviewed on a rolling basis as they are received.

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

These materials should be submitted via email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or by courier/hand to the CPSU Main Campus:

**ALADINO C. MORACA, Ph.D.**  
SUC President  
Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**Eligibility:** CPSU highly encourages ALL interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

**March 2024**





# We are HIRING!

## POSITION TITLE

**ASSOCIATE PROFESSOR V**

## APPLY NOW

**INTERESTED AND QUALIFIED APPLICANTS** should signify their interest in writing. Attach the following documents to the application letter and send to the address not later than **March 31, 2024**:

1. Fully accomplished and notarized **Personal Data Sheet (PDS)** with recent passport-sized picture;
2. **Performance rating** in the last 2 rating periods;
3. Photocopy of **certificates of seminars or trainings attended**;
4. Photocopy of **License**; and
5. Photocopy of **Transcript of Records**.

This Office highly encourages **ALL** interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in (in CPSU Main Campus) or send through email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or courier their application to:

**ALADINO C. MORACA, Ph. D.**  
SUC President  
Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



### Position Title and Salary

- **ASSOCIATE PROFESSOR V**
- Php 80,003.00 per month

01



### Education Qualification

- Doctorate degree vertically aligned with Educational Management

02



### Experience, Training and Eligibility

- 3 years of relevant experience
- 16 hours of relevant training
- RA 1080

03



### Competency

- Excellent teaching record
- Actively engaged in extension works
- Leadership competency
- Innovative competency

04



**0917-301-5565**

[cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)





# WE ARE Hiring!

## CONTRACT OF SERVICE POSITIONS

- COUNTRY COORDINATOR
- BUSINESS MANAGER
- COMMUNICATION AND MONITORING & EVALUATION OFFICER

### APPLY NOW

**INTERESTED AND QUALIFIED APPLICANTS** should signify their interest in writing. Attach the following documents to the application letter and send to the address not later than **March 31, 2024**:

1. **Comprehensive Curriculum Vitae** (with recent picture);
2. Photocopy of **License** (if applicable)
3. Photocopy of **Transcript of Records**; and
4. Photocopy of **Diploma**.

This Office highly encourages **ALL** interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender equality and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in (in CPSU Main Campus) or send through email ([cpsu\\_main@cpsu.edu.ph](mailto:cpsu_main@cpsu.edu.ph)) or courier their application to:

**ALADINO C. MORACA, Ph. D.**

SUC President

Central Philippines State University (CPSU)  
Kabankalan City, Negros Occidental

For inquiries kindly contact the **CPSU Research and Development Services Office** with no. **+63975-954-9948**.



# WE ARE Hiring!

## COMMUNICATION AND MONITORING & EVALUATION OFFICER

### Project Title

- Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)

### Place of Assignment

- Central Philippines State University

### Salary Range

- \$800 to \$950 per month

### Minimum Required Qualifications

- Bachelor's or Master's degree in Agriculture-related fields (e.g. agronomy, animal science, agricultural education, extension, rural development, agribusiness), monitoring & evaluation, project management, and/or journalism
- At least 2 years of experience supporting donor-funded projects, preferably in the agricultural sector
- Preferably have experience working at the non-government organizations
- With experience supporting USAID-funded programs
- Experience with monitoring and evaluating

### Competency

- Advanced proficiency in English, both verbal and written
- Strong communication/journalism skills
- Proficiency in MS Office softwares (e.g. Word, Excel, PowerPoint)
- Ability to create and maintain effective working relations with community-based organizations, NGO partners, and international donor agencies
- Ability to travel to field sites and engage in particularly planning and training activities
- Proficiency in Adobe Creative Suite or similar graphic design software
- Proven experience/leadership in project management and/or communication



**WE ARE**  
*Hiring!*

## BUSINESS MANAGER

### Project Title

- Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)

### Place of Assignment

- Central Philippines State University

### Salary Range

- \$750 to \$910 per month

### Minimum Required Qualifications

- Bachelor's degree in business or accounting
- 4 to 5 years of work experience in accounting and/or financial management
- At least 2 years of experience in supporting donor-funded projects
- Preferably with experience working at the non-government organizations
- Have a background in community organizing, technology and enterprise development
- With experience with USAID-funded programs
- With experience working in CPSU administration

### Competency

- Advanced proficiency in English, both verbal and written
- Proficiency in general word processing, spreadsheet applications and financial/HR software platform
- Knowledge of general financial, operational, and administrative politics, procedures, and regulations
- Experience supporting grant-funded programs
- Ability to create and maintain effective working relations with team members and international partners



**WE ARE**  
*Hiring!*

## COUNTRY COORDINATOR

### Project Title

- Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)

### Place of Assignment

- Central Philippines State University

### Salary Range

- \$900 to \$1,120 per month

### Minimum Required Qualifications

- Bachelor's or Master's degree in Agriculture-related fields (e.g. agronomy, animal science, agricultural education, extension, rural development, agribusiness) with a strong technical background in agricultural practice
- At least 3 years of experience working in non-government organizations or coordinating donor-funded projects, preferably in the agricultural sector

### Competency

- Experience gathering, analyzing, and using evidence to guide project management
- Good interpersonal, negotiation, facilitation, and time management skills
- Advanced proficiency in English, both oral and written
- Ability to create and maintain effective working relations with community-based organizations, NGO partners, and international donor agencies
- Ability to travel to field sites and engage in participatory planning and training activities
- Proficiency in Microsoft Office software: Word, Excel, PowerPoint
- Have a background in community organizing, technology and enterprise development
- Strong leadership skills, including experience leading or facilitating trainings

February 2024