#### **V.P. FOR ACADEMIC AFFAIRS OFFICE**

Office Assignment

#### **Positions**

• Administrative Assistant I (ADAS1-65-2023) P 18.620/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and negotiation skills
- Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior
- · Good customer service and relationship-building skills
- Organizational and time management skills

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **V.P. FOR ADMIN AND** FINANCE OFFICE

Office Assignment

#### **Positions**

• Clerk III (ADA6-78-2023) P 17,553/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and negotiation skills
- Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior
- · Good customer service and relationship-building skills
- Organizational and time management skills

### Required documents

 Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)

### **WE ARE HIRING!!!**

### **QUALITY ASSURANCE** OFFICE

Office Assignment

#### **Positions**

- Administrative Officer IV (ADOF4-35-2023) P 36,619/month
- Administrative Officer II (ADOF3-37-2023) P 27,000/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Ethical and jovial behavior
- Excellent interpersonal and customer-service skills
- Proficient computer literacy
- Impeccable time-management skills
- Attention to details
- Strong analytical assessment and dynamic leadership skills
- Excellent verbal and written communication skills

#### Required documents

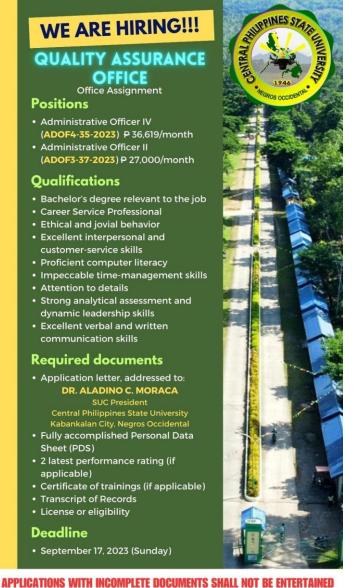
• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### **Deadline**

• September 17, 2023 (Sunday)



























### **QUALITY ASSURANCE** OFFICE

Office Assignment

#### **Positions**

• Clerk III (ADA6-76-2023) P 17,553/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and time management skills
- · Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior

#### **Required documents**

• Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- · License or eligibility

#### **Deadline**

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **HUMAN RESOURCE** OFFICE

Office Assignment

#### **Positions**

- Human Resource Mngt. Officer II (ADOF4-34-2023) P 36,619 /month
- Human Resource Mngt. Officer I (ADOF2-44-2023) P 27,000 /month
- Human Resource Mngt. Officer I (ADOF2-45-2023) P 27,000 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Excellent interpersonal and communication skills
- · Good leadership skills
- Ability to make independent decisions and judgments on issues
- Strategic thinking and planning skills
- Ethical and jovial behavior

#### **Required documents**

• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### MANAGEMENT INFO. SYSTEM OFFICE

Office Assignment

#### **Positions**

- Information Systems Analyst I (INFOSA1-24-2023) P 29,165 /month
- Computer Maintence Technologist I (CTMT1-29-2023) P 27,000 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Preferably with relevant experience and training
- Excellent interpersonal and communication skills
- Problem-solving skills and ability to make independent decisions
- Strategic thinking and planning skills
- · Proficient technical skills
- · Ethical and jovial behavior

### Required documents

· Application letter, addressed to: DR. ALADINO C. MORACA

**SUC President** 

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- · 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- · License or eligibility

#### **Deadline**

• September 17, 2023 (Sunday)



#### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED























#### PLANNING MANAGEMENT & MONITORING OFFICE

Office Assignment

#### **Positions**

- Project Development Officer III (PDO3-7-2023) P 46,725 /month
- Project Development Officer II (PDO2-8-2023) P 36.619 /month
- Project Development Officer I (2 items) (PDO1-9-2023 and PDO1-10-2023) P 27,000 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Preferably with relevant experience and training
- Ethical and jovial behavior
- · Excellent interpersonal, technical and critical thinking skills
- Excellent communication and listening skills
- · Ability to work independently. reliable, effective and efficient
- Outstanding time management skills **Required documents**

· Application letter, addressed to: DR. ALADINO C. MORACA

> SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

• September 17, 2023 (Sunday)

### **WE ARE HIRING!!!**

#### **ACCOUNTING OFFICE**

Office Assignment

#### **Positions**

- Accountant II (A2-92-2023) P 39,672/month
- Accountant I (A1-93-2023) P 29,165/month

#### Qualifications

- Bachelor's degree in Accountancy or Commerce/ Business Administration major in Accounting
- With relevant experience and training in government budgeting, accounting and auditing
- Certified Public Accountant (CPA)
- Strong analytical, communication and computer skills
- Problem-solving and interpersonal skills
- Ethical and jovial behavior

#### Required documents

· Application letter, addressed to: DR. ALADINO C. MORACA

Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **ACCOUNTING OFFICE**

Office Assignment

#### **Positions**

 Clerk III (ADA6-89-2023) P 17,553/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Strong analytical and mathematical skills
- · Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior

### **Required documents**

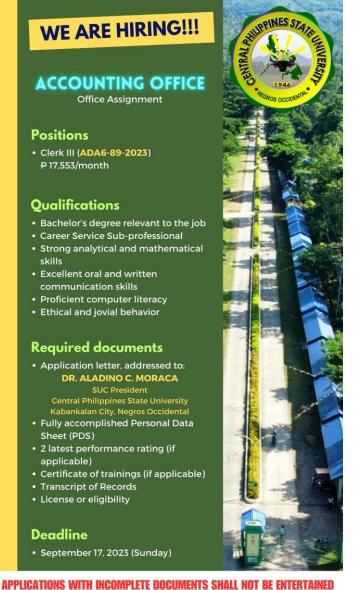
• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- · 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



#### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

























#### **BUDGET OFFICE**

Office Assignment

#### **Positions**

- Budget Officer II (ADOF4-33-2023) P 36,619/month
- Budgeting Assistant (ADAS2-62-2023) P 19,744/month

#### **Oualifications**

- Bachelor's degree in Accountancy or Commerce/ Business Administration major in Accounting or relevant to the job
- With relevant experience and training in government budgeting, accounting and auditing
- Career Service appropriate eligibility
- · Strong analytical and communication skills
- Proficient computer literacy
- Ethical and jovial behavior

#### Required documents

 Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **BUDGET OFFICE**

Office Assignment

#### **Positions**

• Clerk III (ADA6-90-2023) P 17,553/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Strong analytical and mathematical
- Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior

#### Required documents

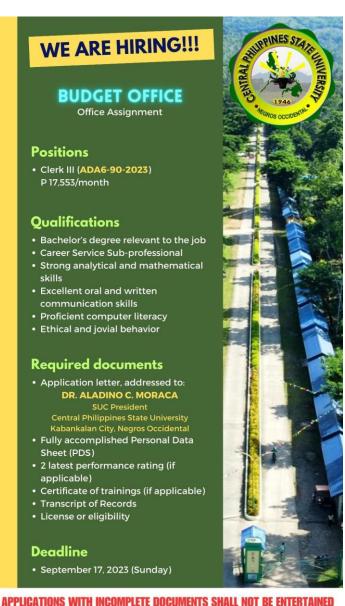
• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- · 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **CASH UNIT**

Office Assignment

#### **Positions**

• Cashier III (ADOF5-2-2023) P 46.725/month

#### Qualifications

- Bachelor's degree relevant to the job
- 2 years of relevant experience
- 8 hours of relevant training
- Career Service Professional
- Strong analytical, communication and computer skills
- · Ability to handle a high volume of transactions
- Excellent attention to details and organizational skills
- Ethical and jovial behavior

#### **Required documents**

· Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- · 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)























#### PRESIDENT'S OFFICE

Office Assignment

#### **Positions**

• Administrative Assistant III (ADAS3-51-2023) P 21,129/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and negotiation skills
- Excellent oral and written communication skills
- · Proficient computer literacy
- Ethical and jovial behavior
- Good customer service and relationship-building skills
- · Organizational and time management skills

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

SUC President

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **CASH UNIT**

Office Assignment

#### **Positions**

• Disbursing Officer II (ADAS2-55-2023) P 19.744 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- With relevant experience and training
- Strong analytical and mathematical
- Excellent oral and written communication skills
- Proficient in MS Word and Excel
- · Ethical and iovial behavior
- Excellent attention to details and organizational skills

#### Required documents

 Application letter, addressed to: DR. ALADINO C. MORACA

> SUC President Central Philippines State University
> Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### GENERAL SERVICES OFFICE

Office Assignment

#### **Positions**

- Administrative Officer V (ADOF5-3-2023) P 46,725/month
- Administrative Officer III (ADOF3-36-2023) P 33,843/month
- Administrative Officer I (ADOF1-46-2023) P 23,176/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Excellent interpersonal and communication skills
- · Good leadership skills
- Ability to make independent decisions and judgments on routine procedural issues
- Ethical and jovial behavior

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

SUC President

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)

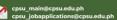


























#### SUPPLY OFFICE

Office Assignment

#### **Positions**

- Supply Officer II (ADOF3-39-2023) P 33,843/month
- Supply Officer I (ADOF1-50-2023) P 23,176/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Ethical and jovial behavior
- Excellent interpersonal and communication skills
- Proficient computer literacy
- Good planning and organizational
- Good problem-solving skills
- · Attention to details
- Analytical skills

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS) · 2 latest performance rating (if
- applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



## **WE ARE HIRING!!!**

#### PROCUREMENT OFFICE

Office Assignment

#### **Positions**

- Administrative Officer V (ADOF5-4-2023) P 46.725/month
- Administrative Officer III (ADOF3-37-2023) P 33,843/month
- Administrative Officer I (ADOF1-47-2023) P 23,176/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Ethical and jovial behavior
- Excellent interpersonal and communication skills
- Ability to make independent decisions and judgments on risks
- · Ability to adapt to change
- Impeccable time-management skills

#### Required documents

 Application letter, addressed to: DR. ALADINO C. MORACA

> SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **RECORDS OFFICE**

Office Assignment

#### **Positions**

- Administrative Officer III (ADOF3-38-2023) P 33,843/month
- Administrative Officer I (ADOF1-48-2023) P 23,176/month

#### Qualifications

- · Bachelor's degree relevant to the job
- Career Service Professional
- Ethical and jovial behavior
- Excellent interpersonal and communication skills
- Proficient computer literacy
- Good planning and organizational
- Good problem-solving skills
- Attention to details
- Analytical skills

#### Required documents

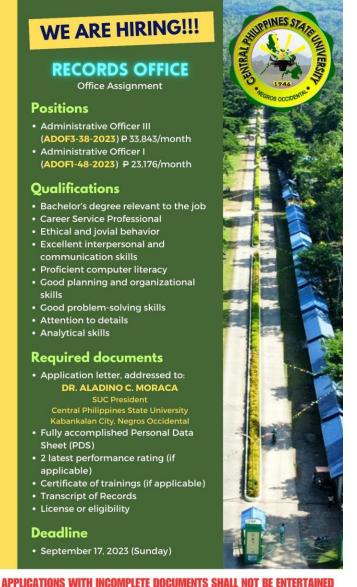
· Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- · 2 latest performance rating (if applicable)
- · Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)

























#### **RECORDS OFFICE**

Office Assignment

#### **Positions**

• Clerk III (ADA6-85-2023) P 17,553/month

#### **Oualifications**

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and time management skills
- Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior
- Excellent attention to details and organizational skills

#### **Required documents**

• Application letter, addressed to: DR. ALADINO C. MORACA

Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### **INFORMATION OFFICE**

Office Assignment

#### **Positions**

- Information Officer II (INFO2-26-2023) P 36,619 /month
- Information Officer I (INFO1-27-2023) P 27,000 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- · With relevant experience and training
- Excellent interpersonal and communication skills
- Proficient computer literacy
- Well-developed research skills
- · Ethical and jovial behavior

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **WE ARE HIRING!!!**

#### INTERNAL AUDIT UNIT

Office Assignment

#### **Positions**

• Internal Auditor III (IAUD3-18-2023) P 46.725/month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- With relevant experience and training
- Excellent interpersonal and communication skills
- Proficient problem identification and solution skills
- Well-developed research skills
- Comprehensive knowledge in financial, operational and procedural auditing
- Ethical and jovial behavior

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

**SUC President** 

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



#### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED























#### INTERNAL AUDIT UNIT

Office Assignment

#### **Positions**

• Clerk III (ADA6-72-2023) P 17.553 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Sub-professional
- Excellent interpersonal and time management skills
- Excellent oral and written communication skills
- Proficient computer literacy
- · Ethical and jovial behavior

#### **Required documents**

• Application letter, addressed to: DR. ALADINO C. MORACA

Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- · Transcript of Records
- · License or eligibility

#### **Deadline**

• September 17, 2023 (Sunday)



## **WE ARE HIRING!!!**

#### **LEGAL OFFICE**

Office Assignment

#### **Positions**

• Attorney IV (ATY4-32-2023) P 80,003 /month

#### Qualifications

- Bachelor of Laws
- RA 1080 (Bar/Board eligibility)
- · Excellent interpersonal and time management skills
- Persuasive oral and written communication skills
- Analytical and research skills
- Attention to details
- Organizational and time management skills
- Initiative and independence
- · Ethical and jovial behavior

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

**SUC President** 

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)

### **WE ARE HIRING!!!**

#### LEGAL OFFICE

Office Assignment

#### **Positions**

• Legal Assistant II (LEA2-16-2023) P 29.165 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- · Preferably with relevant experience and training to the job
- Ethical and jovial behavior
- Excellent interpersonal and technical skills
- Excellent oral and written communication skills
- · Critical thinking skills
- · Proficient computer literacy

#### Required documents

· Application letter, addressed to: DR. ALADINO C. MORACA

**SUC President** 

- · Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)













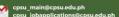












#### **PLANNING & DEVT. OFFICE**

Office Assignment

#### **Positions**

• Planning Officer I (2 items) (PLO1-13-2023 and PLO1-14-2023) P 27.000 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Preferably with relevant experience and training
- Ethical and jovial behavior
- Excellent interpersonal and technical skills
- Excellent oral and written communication skills
- · Critical thinking skills
- Proficient computer literacy
- Outstanding time management
- Strong organization skills

#### Required documents

• Application letter, addressed to: DR. ALADINO C. MORACA

> SUC President Central Philippines State University Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
- Transcript of Records
- License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



### **PLANNING AND**

**WE ARE HIRING!!!** 

# **DEVELOPMENT OFFICE**

Office Assignment

#### **Positions**

Clerk III (ADA6-74-2023) P-17,553 /month

#### Qualifications

- Bachelor's degree relevant to the job
- Career Service Professional
- Ethical and jovial behavior
- Excellent interpersonal and technical skills
- Excellent oral and written communication skills
- · Critical thinking skills
- Proficient computer literacy
- Outstanding time management
- Strong organization skills

#### Required documents

 Application letter, addressed to: DR. ALADINO C. MORACA

SUC President
Central Philippines State University
Kabankalan City, Negros Occidental

- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if
- Certificate of trainings (if applicable)
- Transcript of Records
- · License or eligibility

#### Deadline

• September 17, 2023 (Sunday)



#### APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED













