

WE ARE HIRING!!!

V.P. FOR ACADEMIC AFFAIRS OFFICE

Office Assignment

Positions

- Administrative Assistant I (ADASI-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)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED



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cpsu_jobapplications@cpsu.edu.ph



+63917-301-5565

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

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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
SUC President
Central Philippines State University
Kabankalan City, Negros Occidental
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WE ARE HIRING!!!

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)
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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
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)
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WE ARE HIRING!!!

MANAGEMENT INFO. SYSTEM OFFICE

Office Assignment

Positions

- Information Systems Analyst I
(**INFOSA1-24-2023**) P 29,165 /month
- Computer Maintenance Technologist I
(**CTMTI-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
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WE ARE HIRING!!!

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
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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
SUC President
Central Philippines State University
Kabankalan City, Negros Occidental
- Fully accomplished Personal Data Sheet (PDS)
- 2 latest performance rating (if applicable)
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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:
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WE ARE HIRING!!!

BUDGET OFFICE

Office Assignment

Positions

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

Qualifications

- 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
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)
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- License or eligibility

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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 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)
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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

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WE ARE HIRING!!!

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

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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 skills
- Excellent oral and written communication skills
- Proficient in MS Word and Excel
- Ethical and jovial 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

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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)
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- Certificate of trainings (if applicable)
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- License or eligibility

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WE ARE HIRING!!!

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 skills
- 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)
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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 and issues
- 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
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- 2 latest performance rating (if applicable)
- Certificate of trainings (if applicable)
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- License or eligibility

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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 skills
- Good problem-solving skills
- Attention to details
- Analytical skills

Required documents

- Application letter, addressed to:
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SUC President
Central Philippines State University
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WE ARE HIRING!!!

RECORDS OFFICE

Office Assignment

Positions

- Clerk III (**ADA6-85-2023**)
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
- Excellent attention to details and organizational skills

Required documents

- Application letter, addressed to:
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SUC President
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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)
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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)
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- License or eligibility

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WE ARE HIRING!!!

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
SUC President
Central Philippines State University
Kabankalan City, Negros Occidental
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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
Central Philippines State University
Kabankalan City, Negros Occidental
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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
Central Philippines State University
Kabankalan City, Negros Occidental
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WE ARE HIRING!!!

PLANNING & DEVT. OFFICE

Office Assignment

Positions

- Planning Officer I (2 items)
(**PL01-13-2023** and **PL01-14-2023**)
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 skills
- 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)
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WE ARE HIRING!!!

PLANNING AND 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 skills
- Strong organization skills

Required documents

- Application letter, addressed to:
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SUC President
Central Philippines State University
Kabankalan City, Negros Occidental
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