

Republic of the Philippines
CIVIL SERVICE COMMISSION
Nueva Vizcaya Field Office
Bayombong, Nueva Vizcaya

FOR POSTING
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BULLETIN

of

VACANT POSITIONS

in the

GOVERNMENT

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Nueva Vizcaya Field Office, Bayombong,
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Republic of the Philippines
NUEVA VIZCAYA STATE UNIVERSITY
Bayombong, Nueva Vizcaya

NOTICE OF VACANCIES

Position: Administrative Officer I
Item No.: NVSUB-ADOF-1-7-2004
Salary Grade: 10 (P 216, 604.60/a)
Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Second Level Eligibility

Place of Assignment: Bayombong Campus- Cash Office

Preferred Competencies:

- At least four (4) years experience in collecting, disbursing and other cashing activities
- Skilled/knowledgeable in the Student Information and Accounting System (SIAS)
- Has basic training on cash management and control system
- Possess honesty and integrity

Position: Administrative Assistant II
Item No.: NVSUB-ADAS2-2-2004
Salary Grade: 8 (P 189,816.00/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility

Place of Assignment: Bayombong Campus- Accounting Office

Preferred Competencies:

- Proficient Bookkeeping (GAM)
- Can work under pressure and cope with work related stress
- Proficient in MS Excel
- Knowledgeable in Accounting and Auditing rules and procedures
- Willing to render overtime work when needed

Position: Administrative Assistant II
Item No.: NVSUB-ADAS2-5-2004
Salary Grade: 8 (P 189,816.00/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)

First Level Eligibility

Place of Assignment: Bayombong Campus- Accounting Office

Preferred Competencies:

- Proficient Bookkeeping (GAM)
- Can work under pressure and cope with work related stress
- Proficient in MS Excel
- Knowledgeable in Accounting and Auditing rules and procedures
- Willing to render overtime work when needed

Position: Administrative Aide VI
Item No/s: NVSUB-ADA6-4-2004
Salary Grade: 6 (P 155,212.00/a)
Education: Completion of two years studies in college
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility

Place of Assignment: Bayombong Campus- Accounting Office

Preferred Competencies:

- Proficient Bookkeeping (GAM)
- Can work under pressure and cope with work related stress
- Proficient in MS Excel
- Knowledgeable in Accounting and Auditing rules and procedures
- Willing to render overtime work when needed

Position: Administrative Aide IV
Item No/s: NVSUB-ADA4-2-2004
Salary Grade: 4 (P 145,860.00/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility

Place of Assignment: Bayombong Campus- VPAA Office

Preferred Competencies:

- Graduate of a four year degree program: BA Communication Arts/Social or Behavioral Sciences/Philosophy/Journalism, BS Computer Science/Information Technology
- Very good communication skills, oral and written
- Computer literate
- Good moral character
- Can work under pressure
- Pleasing personality

Position: Administrative Aide IV
Item No/s: NVSUB-ADA4-4-2004
Salary Grade: 4 (P 145,860.00/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required

Eligibility: Career Service (Subprofessional)
First Level Eligibility
Place of Assignment: Bayombong Campus- PPSDS
Preferred Competencies:

- Preferably a BS Civil Engineering graduate
- Proficient in preparing engineering Plans, Program of Works, Specifications, Billing Documents
- Proficient in AUTOCAD & STAAD &
- Must possess driving skills with updated Driver's License

Position: Administrative Aide IV
Item No's: NVSUB-ADA4-15-2004
Salary Grade: 4 (P 145,860.00/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility
Place of Assignment: Bambang Campus- BAC Office
Preferred Competencies:

- Knowledgeable in taking/preparation minutes of BAC meetings
- Proficient in preparation of BAC Resolutions
- Knowledgeable in posting University procurements in the PHLGEPB

Position: Administrative Aide III
Item No's: NVSUB-ADA3-6-2004
Salary Grade: 3 (P 136,644/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility
Place of Assignment: Bayombong Campus- AMS
Preferred Competencies:

- Computer literate (Microsoft Word, Excel and related computer application)
- Knowledgeable in Records Management

Position: Administrative Aide III
Item No's: NVSUB-ADA3-28-2004
Salary Grade: 3 (P 136,644/a)
Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility
Place of Assignment: Bayombong Campus- Budget Office
Preferred Competencies:

- Knowledgeable on budgeting activities
- Proficient in MS Excel
- Preferably Accounting graduate

Position: Farm Worker I
 Item No/s: NVSUB-FAWK1-18-2004
 Salary Grade: 2 (P128, 004.00/a)
 Education: Elementary School Graduate
 Experience: None required
 Training: None required
 Eligibility: None required
 (MC 11, s. 36 – Cat. III)

Place of Assignment: Bayombong Campus
 Preferred Competencies:

- Must possess skills in landscaping/plant maintenance in the Administration Building-Bayombong Campus.
- Maintain the cleanliness of the Administration Building-Bayombong Campus

Position: Medical Officer III
 Item No/s: NVSUB-MDOF3-38-2004
 Salary Grade: 21 (P 521,268.00/a)
 Education: Doctor of Medicine
 Experience: 1 year of relevant experience
 Training: 4 hours of relevant training
 Eligibility: RA 1080 (Physician)
 Place of Assignment: Bambang Campus-Medical Services

Position: Food Services Supervisor III
 Salary Grade: 15 (P 314, 304.00/a)
 Item No/s: NVSUB-FGSS3-3-2014
 Education: Bachelor's degree relevant to the job
 Experience: 1 year of relevant experience
 Training: 4 hours of relevant training
 Eligibility: Career Service (Professional)
 Second Level Eligibility

Place of Assignment: Bayombong Campus-Auxiliary Services
 Preferred Competencies:

- Has experience on food processing and nutrition management.

Position: Dentist I
 Item No/s: NVSUB-DENT1-40-2004
 Salary Grade: 14 (P 288,892.00/a)
 Education: Doctor of Dental Medicine or Dental Surgery
 Experience: None required
 Training: None required
 Eligibility: RA 1080 (Dentist)
 Place of Assignment: Bambang Campus-Medical/Dental Services

Position: Guidance Counselor III
Item No/s: NVSUB-GUIDC3-215-2004
Salary Grade: 13 (P 267,936.00/a)
Education: Bachelor's degree in Guidance and Counseling or any allied discipline
Experience: (MC 16, s. 2011 QS for Guidance Counselor Positions)
Training: None required
Eligibility: None required
Place of Assignment: RA 1080 (Guidance Counselor)
Preferred Competencies: Bambang Campus-Guidance Services

- Computer literate (Microsoft Word, Excel, PPT, and related computer applications)

Position: Science Research Specialist I
Salary Grade: 13 (P 267,936.00/a)
Item No/s: NVSUB-SRAS1-121-2004
Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Place of Assignment: Second Level Eligibility
Preferred Competencies: Bayombong Campus

- Must be a Bachelor's degree in Biology/Plant Pathology or any related field;
- Must have basic competency in biochemistry, molecular biology and genetics and have working knowledge of molecular activities related to plants, pests and diseases;
- Relevant experience in DNA isolation, purification, cloning and phylogenetic analysis of plants and organisms;
- Knowledgeable in research proposal packaging;
- Possesses good oral and written communication skills; and
- Able to work independently but at the same time adept with working on a team and highly motivated and forward thinking.

Position: Science Research Specialist I
Salary Grade: 13 (P 267,936.00/a)
Item No/s: NVSUB-SRAS1-122-2004
Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Place of Assignment: Second Level Eligibility
Preferred Competencies: Bayombong Campus

- Must be a Bachelor's degree in Computer Science/Information Technology graduate.

- Must have a working knowledge of Corel/Photoshop and other applications;
- Relevant experience in desktop publishing and IEC materials layouting;
- Relevant experience in website development and improvement;
- Knowledgeable in Research proposal packaging;
- Possesses good oral and written communication skills;
- Able to work independently but at the same time adept with working on a team; and
- Highly motivated and forward thinking.

Position: Registrar III
 Salary Grade: 18 (P 425, 316.00/a)
 Item No: NVSLB-R3-45-2004
 Education: Bachelor's degree relevant to the job
 Experience: two (2) years of relevant experience
 Training: eight (8) hours of relevant training
 Eligibility: Career Service (Professional)
 Second Level Eligibility
 Place of Assignment: Bayombong Campus
 Preferred Competencies:

- Familiarity with Student Information and Accounting System Database
- Proficiency with all computer programs relevant/required by the position
- Familiarity with processes and procedures of registration, record-keeping in the Registrar's Office
- Familiarity with Bayombong Campus resources-human and infrastructure, etc.
- Must be able to maintain smooth interpersonal relations with Deans and faculty members of the Bayombong Campus

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 QS Verified by LEA LACRUZAS-EGENTE
 HUMAN RESOURCE SPECIALIST

NV Provincial Elig Office
 Date Released: 4 FEB 2017
 Noted: [Signature]
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 Director II