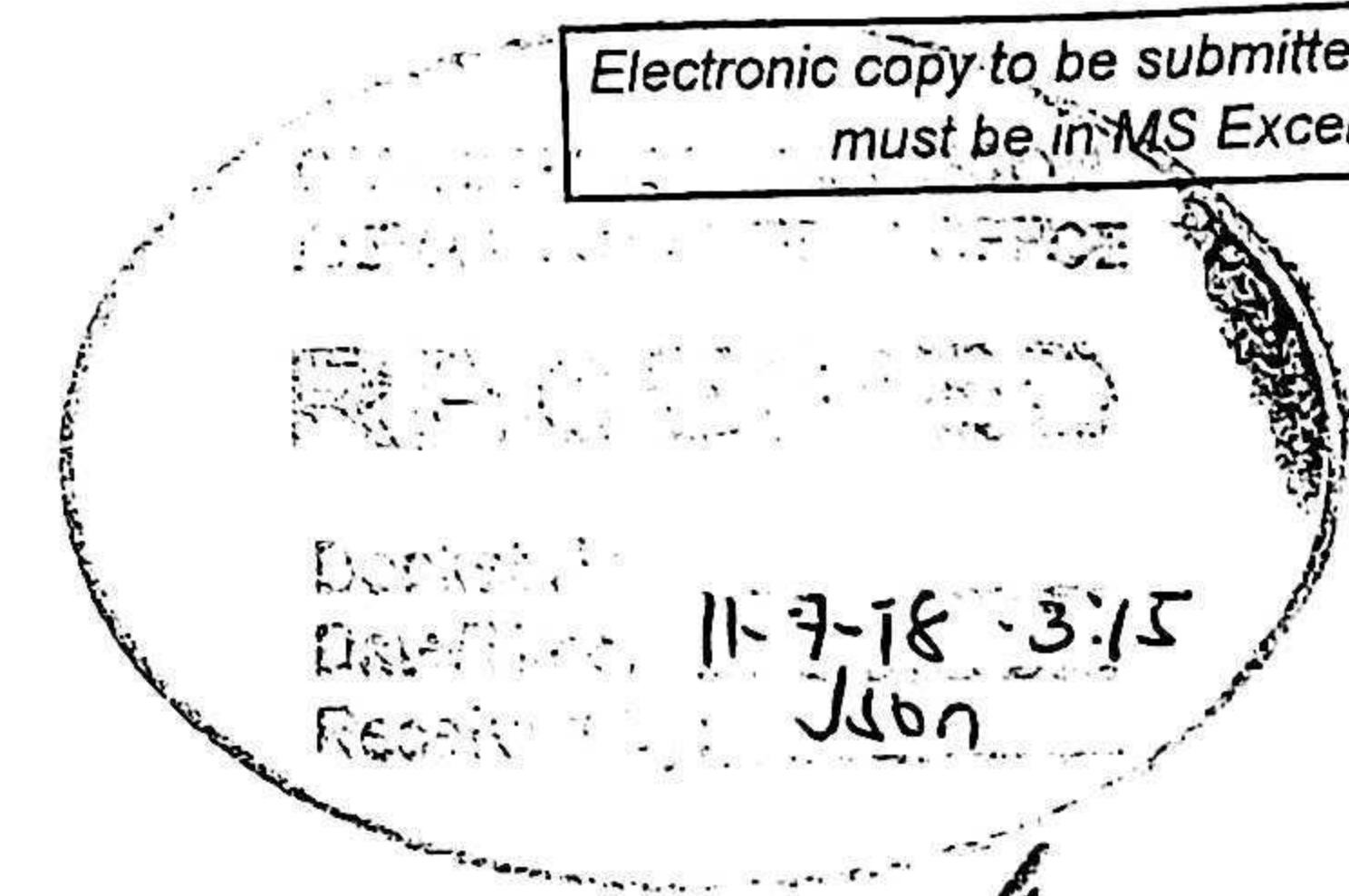


Republic of the Philippines
NUEVA VIZCAYA STATE UNIVERSITY
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NUEVA VIZCAYA STATE UNIVERSITY in the CSC website:

ANDRES Z. TAGUIAM

(Head of Agency)

Date:

11/7/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Utility Worker II)	NVSUB-ADA3-13-2004	3	11914	Able to read and write	none required	none required	none required	n/a	Bayombong Campus
2	Houseparent 1	NVSUB-HP1-33-2004	4	12674	High School Graduate	none required	none required	none required	n/a	Bayombong Campus
3	Administrative Aide IV (Clerk II)	NVSUB-ADA4-11-2004	4	12674	Two(2)-Yr. College	none required	none required	1st Level	n/a	Bayombong Campus
4	Administrative Aide III (Clerk I)	NVSUB-ADA3-15-2004	3	11914	Two(2)-Yr. College	none required	none required	1st Level	n/a	Bayombong Campus
5	Administrative Aide I (Utility Worker I)	NVSUB-ADA1-21-2004	1	10510	Able to read and write	none required	none required	none required	n/a	Bayombong Campus
6	Science Research Specialist I	NVSUB-SRAS1-122-2004	13	24224	Bachelor's Degree Relevant to the Job	none required	none required	2nd Level	n/a	Bayombong Campus
7	Administrative Aide IV (Clerk II)	NVSUB-ADA4-16-2004	4	12674	Two(2)-Yr. College	none required	none required	1st Level	n/a	Bayombong Campus
8	Administrative Aide I (Utility Worker I)	NVSUB-ADA1-24-2004	1	10510	Able to read and write	none required	none required	none required	n/a	Bambang Campus
9	Guidance Counsellor III	NVSUB-GUIDC3-219-2004	13	24224	Master's Degree in Guidance and Counselling	none required	none required	RA 1080	n/a	Bambang Campus
10	Guidance Counsellor III	NVSUB-GUIDC3-218-2004	13	24224	Master's Degree in Guidance and Counselling	none required	none required	RA 1080	n/a	Bambang Campus
11	Medical Officer III	NVSUB-MDOF3-98-2004	21	52554	Doctor of Medicine	4 hours of relevant trainings	1 year relevant experience	RA 1080	n/a	Bambang Campus
12	Accountant I	NVSUB-A1-86-2004	12	22149	Bachelor's Degree in Commerce/Business Administration major in Accounting	none required	none required	RA 1080	n/a	Bayombong Campus

INSTRUCTIONS TO ALL INTERESTED APPLICANTS

Please accomplish and submit the following documents to the Human Resource Management Office (HRMO):

1. Application letter- addressed to:

DR. ANDRES Z. TAGUIAM
President
Nueva Vizcaya State University
Bayombong, Nueva Vizcaya
nvsuhrmo@yahoo.com

2. Applicant's Profile (available at the HRMO)

3. Personal Data Sheet (CS Form 212)-revised 2017 in triplicate copies (downloadable at csc.gov.ph)

4. Authenticated Transcript of Records (TOR) and Diploma

5. Authenticated Report of Rating (CS Sub-Prof/CS-Prof), if applicable

6. Authenticated PRC License and Board Rating (R.A. 1080), if applicable

7. Service Record and/or Certificate of employment from previous employer, if applicable

8. Clearance and/or Certificate of No Pending Case from previous employer, if applicable

9. SPMS/Performance Ratings or Performance Certifications for the last two rating periods or semesters, whichever is applicable

10. Training/Seminar/Course Certificates

11. Designation orders/Initiative or output documents, if any

12. Certificates of outstanding accomplishments/awards, if any

13. Neuro Psychiatric Exam (for positions with SG 18 and above only)

14. Certificate of Marriage – for married applicants

15. Other relevant documents to support your application for the position

DEADLINE OF SUBMISSION: 4:00 PM, December 31, 2018

Late application letters and incomplete documents WILL NOT BE ACCEPTED.

"No document, no point allocation" policy shall be strictly followed.

Please contact Ms. Sarah Israelita M. Sagun @ 09971571850 or visit the Human Resource Management Office (HRMO) for more information.