







# NOTICE OF VACANCY

## ATTORNEY IV

PLANTILLA ITEM : **MSCATB-ATY4-19-2023**  
PLACE OF ASSIGNMENT : **Legal Affairs Office-MinSU Main Campus**  
MONTHLY SALARY : **P80,003.00**  
SALARY GRADE : **23**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor of Laws**
-  **TRAINING** : **8 hours of relevant training**
-  **EXPERIENCE** : **2 years of relevant experience**
-  **ELIGIBILITY** : **RA 1080**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Legal Knowledge; Administrative and Technical Skills; Research and Writing Skills; Knowledge of Data Access and Protection Legislation; Internal Control; Leadership and Management; Interpersonal Skills; Communication Skills; Professional Integrity

### APPLICATION DEADLINE : MAY 15, 2023

**INTERESTED and QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

**LEVY B. ARAGO JR., Ph.D.**  
University President  
Mindoro State University

**Note:**

**\*Please indicate the ITEM Number of the position, surname and first name in the subject box.**

**\*Compile all application documents in a single PDF file.**

**EEOP Statement:** MinSU highly encourages all interested and **QUALIFIED** applicants including persons with disability (PWD), members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

**\*\*APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.\*\***









# NOTICE OF VACANCY

## INFORMATION TECHNOLOGY OFFICER I

PLANTILLA ITEM : **MSCATB-ITO1-25-2023**  
PLACE OF ASSIGNMENT : **ICT Services-MinSU Main Campus**  
MONTHLY SALARY : **P51,357.00**  
SALARY GRADE : **19**

### QUALIFICATION STANDARDS

-  **EDUCATION** : Bachelor's degree relevant to the job
-  **TRAINING** : 8 hours of relevant training
-  **EXPERIENCE** : 2 years of relevant experience
-  **ELIGIBILITY** : Career Service (Professional) Second Level Eligibility

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Database and Design Management Skills; Knowledge of Data access and Protection Legislation; Internal Control; Leadership and Management; Interpersonal Skills; communication Skills; Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
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# NOTICE OF VACANCY

## INTERNAL AUDITOR III

PLANTILLA ITEM : **MSCATB-IAUD3-21-2023**  
PLACE OF ASSIGNMENT : **Internal Audit Services-MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **8 hours of relevant training**
-  **EXPERIENCE** : **2 years of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Internal Auditing Skills; Knowledge of Relevant Administrative and Financial Rules and Regulations; Knowledge of Data Access and Protection Legislation; Internal Control; Leadership and Management; Interpersonal Skills; Communication Skills; Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

**\*Please indicate the ITEM Number of the position, surname and first name in the subject box.**

**\*Compile all application documents in a single PDF file.**

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# NOTICE OF VACANCY

## INFORMATION OFFICER III

PLANTILLA ITEM : **MSCATB-INFO3-23-2023**  
PLACE OF ASSIGNMENT : **Information Unit-MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree**
-  **TRAINING** : **8 hours of relevant training**
-  **EXPERIENCE** : **2 years of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
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### PREFERABLY WITH

Liaison and Strategic Skills; Program Development Skills; Knowledge of Data Access and Protection Legislation; Internal Control; Interpersonal Skills; Excellent Communication Skills; Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

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 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
University President  
Mindoro State University

**Note:**

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# NOTICE OF VACANCY

## ADMINISTRATIVE ASSISTANT III

PLANTILLA ITEM : **MSCATB-ADAS3-1-2023**  
PLACE OF ASSIGNMENT : **Office of the SUC President-MinSU Main Campus**  
MONTHLY SALARY : **P21,211.00**  
SALARY GRADE : **9**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Completion of two years studies in College**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Sub-Professional) First Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Knowledge of basic computer and basic software programs; Interpersonal skills, good oral and written communication skills, basic organization and records management skills, multi-tasking and time management skills

### APPLICATION DEADLINE : MAY 15, 2023

INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:

 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

Note:

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- \*Compile all application documents in a single PDF file.

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# NOTICE OF VACANCY

## BOARD SECRETARY I

PLANTILLA ITEM : **MSCATB-BS1-26-2023**  
PLACE OF ASSIGNMENT : **Board Secretary Office-MinSU Main Campus**  
MONTHLY SALARY : **P33,843.00**  
SALARY GRADE : **14**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED


- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Intermediate skills in preparing agenda, organizing and maintaining records, technical writing skills, interpersonal and communication skills

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

 **hrmominsumain@gmail.com**     **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

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**\*Compile all application documents in a single PDF file.**

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)

PLANTILLA ITEM : **MSCATB-ADOF4-6-2023**  
PLACE OF ASSIGNMENT : **Budget Unit-MinSU Main Campus**  
MONTHLY SALARY : **P36,619.00**  
SALARY GRADE : **15**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's Degree relevant to the job**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Knowledge of COA, DBM and other accounting and budgetary rules and regulations; Intermediate Knowledge of Data Access and Protection, Leadership and Management Skills.**

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

- \*Please indicate the ITEM Number of the position, surname and first name in the subject box.
- \*Compile all application documents in a single PDF file.

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)

PLANTILLA ITEM : **MSCATB-ADOF2-11-2023**  
PLACE OF ASSIGNMENT : **Budget Unit-MinSU Main Campus**  
MONTHLY SALARY : **P27,000.00**  
SALARY GRADE : **11**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **None Required**
-  **EXPERIENCE** : **None Required**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Basic Knowledge of COA, DBM and other accounting and budgetary rules and regulations; Basic Knowledge of Data Access and Protection**

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

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**University President**  
**Mindoro State University**

**Note:**

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# NOTICE OF VACANCY

## PROJECT DEVELOPMENT OFFICER III

PLANTILLA ITEM : **MSCATB-PDO3-16-2023**  
PLACE OF ASSIGNMENT : **General Services Unit- MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **8 hours of relevant training**
-  **EXPERIENCE** : **2 years of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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- Photocopy of Transcript of Records

### PREFERABLY WITH

(Relevant knowledge in Civil/ Mechanical/ Electrical Engineering or Architecture); Project Management Skills; Infrastructure and Development Skills, Strong knowledge and skills on proposal preparation, budgeting, planning, implementation, monitoring and evaluation of infrastructure development projects of the University.

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

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University President  
Mindoro State University

**Note:**

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER V

PLANTILLA ITEM : **MSCATB-ADOF5-11-2023**  
PLACE OF ASSIGNMENT : **Quality Assurance-MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's Degree relevant to the job**
-  **TRAINING** : **8 hours of training**
-  **EXPERIENCE** : **2 years of experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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### PREFERABLY WITH

Exemplifying Integrity, Excellent Oral and Written Communication, Consistently applies technical skills and adapts to emerging technology, knowledge of Data Access and Protection Legislation; Leadership and Management Skills.

### APPLICATION DEADLINE : MAY 15, 2023

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 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

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University President  
Mindoro State University

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# NOTICE OF VACANCY

## ADMINISTRATIVE ASSISTANT III (SECRETARY II)

PLANTILLA ITEM : **MSCATB-ADAS3-2-2023**  
PLACE OF ASSIGNMENT : **Office of the VPAA-MinSU Main Campus**  
MONTHLY SALARY : **P21,211.00**  
SALARY GRADE : **9**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Completion of two years studies in College**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 years of relevant experience**
-  **ELIGIBILITY** : **Career Service (Sub-Professional) First Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Knowledge of basic computer and basic software programs; Interpersonal skills, good oral and written communication skills, basic organization and records management skills, multi-tasking and time management skills**

### APPLICATION DEADLINE : MAY 15, 2023

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 **hrmominsumain@gmail.com**    **hrmominsumain@gmail.com**

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**University President**  
**Mindoro State University**

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# NOTICE OF VACANCY

## SUPERVISING ADMINISTRATIVE OFFICER

PLANTILLA ITEM : **MSCATB-SADOF-6-2023**  
PLACE OF ASSIGNMENT : **Admin Division-MinSU Main Campus**  
MONTHLY SALARY : **P71,511.00**  
SALARY GRADE : **22**

### QUALIFICATION STANDARDS

-  **EDUCATION** : Bachelor's degree relevant to the job
-  **TRAINING** : 16 hours of relevant training
-  **EXPERIENCE** : 3 years of relevant experience
-  **ELIGIBILITY** : Career Service (Professional) Second Level Eligibility

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Knowledge of Relevant Administrative and Financial Rules and Regulations; Knowledge of Data Access and Protection Legislation; Internal Control; Interpersonal Skills; Leadership and Management Skills; Communication Skills; Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

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 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

Note:

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER III (CASHIER II)

PLANTILLA ITEM : **MSCATB-ADOF3-9-2023**  
PLACE OF ASSIGNMENT : **Cash Unit-MinSU Main Campus**  
MONTHLY SALARY : **P33,843.00**  
SALARY GRADE : **14**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Intermediate skills/knowledge related to Cash Management, Requires assistance to apply technical skills related to financial documents and displays limited knowledge of technologies.

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

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**Note:**

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER V (HRMO III)

PLANTILLA ITEM : **MSCATB-ADOF5-13-2023**  
PLACE OF ASSIGNMENT : **HRMO - MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS



**EDUCATION : Bachelor's degree**



**TRAINING : 8 hours of relevant training**



**EXPERIENCE : 2 years of relevant experience**



**ELIGIBILITY : Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Human Resource Management Skills; Knowledge of Relevant Administrative Rules and Regulations; Knowledge of Data Access and Protection and Legislation; Leadership and Management; Interpersonal Skills, Communication Skills; Professional Integrity.**

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**



**hrmominsumain@gmail.com**



**hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

**\*Please indicate the ITEM Number of the position, surname and first name in the subject box.**

**\*Compile all application documents in a single PDF file.**

**EEOP Statement: MinSU highly encourages all interested and QUALIFIED applicants including persons with disability (PWD), members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)**

**\*\*APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.\*\***





# NOTICE OF VACANCY

## SUPERVISING ADMINISTRATIVE OFFICER

PLANTILLA ITEM : **MSCATB-SADOF-7-2023**  
PLACE OF ASSIGNMENT : **Finance Division Unit-MinSU Main Campus**  
MONTHLY SALARY : **P71,511.00**  
SALARY GRADE : **22**

### QUALIFICATION STANDARDS



**EDUCATION : Bachelor's Degree relevant to the job**



**TRAINING : 16 hours of relevant training**



**EXPERIENCE : 3 years of relevant experience**



**ELIGIBILITY : Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Knowledge of Relevant Administrative and Financial Rules and Regulations; Knowledge of COA and DBM and other accounting and budgetary rules and regulations; Financial Forecasting; Knowledge of Data Access and Protection Legislation; Internal Control; Interpersonal Skills; Leadership and Management Skills; Communication Skills; Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

**M** [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com) **f** [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)

**LEVY B. ARAGO JR., Ph.D.**  
University President  
Mindoro State University

**Note:**

**\*Please indicate the ITEM Number of the position, surname and first name in the subject box.**

**\*Compile all application documents in a single PDF file.**

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# NOTICE OF VACANCY

## ACCOUNTANT II

PLANTILLA ITEM : **MSCATB-A2-5-2023**  
PLACE OF ASSIGNMENT : **Accounting Unit- MinSU Main Campus**  
MONTHLY SALARY : **P39,672.00**  
SALARY GRADE : **16**

### QUALIFICATION STANDARDS

-  **EDUCATION** : Bachelor's degree in Commerce/ Business Administration Major in Accounting
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **RA 1080**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Government Financial Analysis and Forecasting; Internal Control; Knowledge of Relevant COA and DBM and other accounting and budgetary rules and regulations; Leadership and Management; Problem Solving and Decision Making; Interpersonal Skills; Communication Skills; and Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
University President  
Mindoro State University

**Note:**

\*Please indicate the ITEM Number of the position, surname and first name in the subject box.

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)

PLANTILLA ITEM : **MSCATB-ADOF3-12-2023**  
PLACE OF ASSIGNMENT : **Records Office- MinSU Main Campus**  
MONTHLY SALARY : **P33.843.00**  
SALARY GRADE : **14**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Intermediate Skill in Records and Data Management, Leadership and Management Skills, Risks Management, Information Technology, Knowledge of Data Access and Protection Legislation, Interpersonal Skills, Communication Skills.

### APPLICATION DEADLINE : MAY 15, 2023

INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:

 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

#### Note:

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- \*Compile all application documents in a single PDF file.

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER V

PLANTILLA ITEM : **MSCATB-ADOF5-14-2023**  
PLACE OF ASSIGNMENT : **Procurement Office-MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's Degree relevant to the job**
-  **TRAINING** : **8 hours of relevant training**
-  **EXPERIENCE** : **2 years of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Skills in Market Analysis, Negotiation Skills, Internal Control, Knowledge of IRR of RA 9184, COA and DBM and other accounting and budgetary rules and regulations, Knowledge of Data Access and Protection Legislation, Leadership and Management, Problem Solving and Decision Making, Interpersonal Skills, Communication Skill and Professional Integrity.

### APPLICATION DEADLINE : MAY 15, 2023

INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:

 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

#### Note:

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- \*Compile all application documents in a single PDF file.

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)

PLANTILLA ITEM : **MSCATB-ADOF3-13-2023**  
PLACE OF ASSIGNMENT : **Property and Supply Management Office- MinSU Main Campus**  
MONTHLY SALARY : **P33,843.00**  
SALARY GRADE : **14**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's Degree**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Working knowledge and Intermediate skills in Annual Procurement Plan, Property, Inventory and Supplies Management, Applies technical skills and demonstrates knowledge in procurement and disposal of unserviceable equipment.

**APPLICATION DEADLINE : MAY 15, 2023**

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 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

Note:

\*Please indicate the ITEM Number of the position, surname and first name in the subject box.

\*Compile all application documents in a single PDF file.

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)

PLANTILLA ITEM : **MSCATB-ADOF1-9-2023**  
PLACE OF ASSIGNMENT : **Property and Supply Management Office- MinSU Main Campus**  
MONTHLY SALARY : **P23,176.00**  
SALARY GRADE : **10**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's Degree**
-  **TRAINING** : **None required**
-  **EXPERIENCE** : **None required**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Basic knowledge and skills in Property Inventory and Supplies Management, Interpersonal Skills, Communication Skills and Professional Integrity

**APPLICATION DEADLINE : MAY 15, 2023**

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 [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)  [hrmominsumain@gmail.com](https://www.facebook.com/hrmominsumain)

LEVY B. ARAGO JR., Ph.D.  
University President  
Mindoro State University

#### Note:

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# NOTICE OF VACANCY

## PLANNING OFFICER III

PLANTILLA ITEM : **MSCATB-PLO3-18-2023**  
PLACE OF ASSIGNMENT : **Planning Office- MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS



**EDUCATION : Bachelor's Degree relevant to the job**



**TRAINING : 8 hours of relevant training**



**EXPERIENCE : 2 years of relevant experience**



**ELIGIBILITY : Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Strategic and Planning Skills: Knowledge of Performance Management; Knowledge of Data Access and Protection Legislation; Internal Control; Leadership and Management; Interpersonal Skills; Communication Skills; Professional Integrity**

**APPLICATION DEADLINE : MAY 15, 2023**

**INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:**

**M** [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com) **f** [hrmominsumain@gmail.com](mailto:hrmominsumain@gmail.com)

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

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# NOTICE OF VACANCY

## PLANNING OFFICER II

PLANTILLA ITEM : **MSCATB-PLO2-17-2023**  
PLACE OF ASSIGNMENT : **Planning Office- MinSU Main Campus**  
MONTHLY SALARY : **P36,619.00**  
SALARY GRADE : **15**

### QUALIFICATION STANDARDS

-  **EDUCATION** : **Bachelor's degree relevant to the job**
-  **TRAINING** : **4 hours of relevant training**
-  **EXPERIENCE** : **1 year of relevant experience**
-  **ELIGIBILITY** : **Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

**Intermediate Strategic and Planning Skills, Intermediate Knowledge of Performance Management, Data Access and Protection, Interpersonal and communication Skills.**

**APPLICATION DEADLINE : MAY 15, 2023**

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 **hrmominsumain@gmail.com**  **hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
**University President**  
**Mindoro State University**

**Note:**

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# NOTICE OF VACANCY

## ADMINISTRATIVE OFFICER V

PLANTILLA ITEM : **MSCATB-ADOF5-14-2023**  
PLACE OF ASSIGNMENT : **General Services Office-MinSU Main Campus**  
MONTHLY SALARY : **P46,725.00**  
SALARY GRADE : **18**

### QUALIFICATION STANDARDS



**EDUCATION : Bachelor's degree relevant to the job**



**TRAINING : 8 hours of relevant training**



**EXPERIENCE : 2 years of relevant experience**



**ELIGIBILITY : Career Service (Professional) Second Level Eligibility**

### APPLICATION DOCUMENTS NEEDED

- Application letter addressed to Dr. Levy B. Arago, Jr. (University President)
- Fully Accomplished Personal Data Sheet (PDS) (CS Form No. 212, revised 2017) with recent passport-sized picture and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Performance rating in the present position for the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records

### PREFERABLY WITH

Effective communication Skills (Oral and written), Program Management skills, Solving Problems and Making Decisions, Advanced Skills in Strategic Planning, Ability to identify trends and developments in Program Management and Recommend Improvements.

**APPLICATION DEADLINE : MAY 15, 2023**

INTERESTED and QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:



**hrmominsumain@gmail.com**



**hrmominsumain@gmail.com**

**LEVY B. ARAGO JR., Ph.D.**  
University President  
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**Note:**

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