

Republic of the Philippines
TARLAC STATE UNIVERSITY
Request for Publication of Vacant Positions

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

Tarlac State University
Records Management Unit No. 1016
By: *apl* Date: **OCT 20 2020**
7:21

Civil Service Commission
Regional Office No. III
TARLAC STATE UNIVERSITY

RECEIVED
Date: **OCT 16 2020**
Time: **2:00 pm**
Received by: *[Signature]*

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the TARLAC STATE UNIVERSITY in the CSC website:

[Signature]
MR. MARLON C. DELA CRUZ, RGC, Rpm
HRMO

Date: **OCT 16 2020**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	TSUB-SADOF-3-2004	22	66867	Bachelor's Degree relevant to the job	16 hrs. of relevant training	3 years of relevant experience	Career Service (Professional/ Second Level eligibility)	<ul style="list-style-type: none"> • With superior knowledge in Budget preparation, execution, monitoring and reporting; • With superior knowledge in Monitoring and controls in the utilization of funds based on auditing and accounting rules and regulations; • With superior working knowledge in generally accepted governmental accounting principles and auditing government rules and regulations; • With superior working knowledge in monitoring and supervision in the acquisition of gov't. assets and disposition of government funds efficiently and effectively which affects the budgetary status of the agency; • With superior working knowledge in RA 9184 and its IRR; • Highly proficient in oral and written communication • Possesses positive work attitude and can work under pressure • Excellent interpersonal relations and able to establish good working relationship and linkages with other government entities. • Willing to claim ownership for results of actions that were executed personally; • able to handle accountability issues without requiring additional guidance • able to analyze budgetary request of offices/units 	Budget Management Unit

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

OCT 27 2020

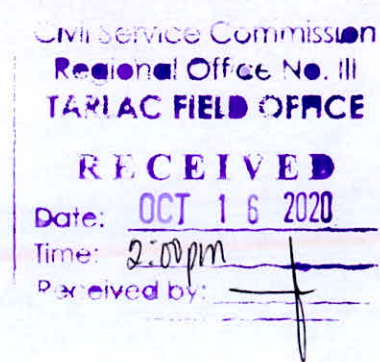
1. **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. **Two (2) Authenticated Copy** of Civil Service certificate of eligibility/Board Rating/license;
3. Photocopy of **certificate of trainings & seminars-workshops** for the last 5 years.;
4. Photocopy of **Transcript of Records and diploma**
5. Photocopy of **Certificate of units earned** in Post graduate course/s;
6. Photocopy of **Certificate of Awards, Plaque or Letter of Commendation** for the last 10 years;
7. Photocopy of **Certificate of Employment** (including outside government service)
8. Photocopy of **Recent Performance Rating/IPCR**

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

MR. MARLON C. DELA CRUZ
Director
Tarlac State University
hrdmo@tsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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