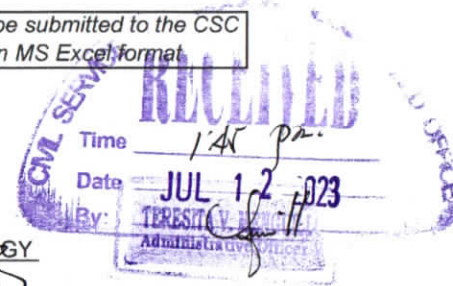


Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE & TECHNOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE & TECHNOLOGY in the CSC Website:



ALMA P. BETITO
HRMO

Date: July 10, 2023

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	Chief Administrative Officer (Financial & Management Officer II)	CADOF-5-2023	24	90,078.00	Masteral degree	40 hours of supervising / management learning and development	4 years in position involving management and supervision	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
2	Administrative Officer V (Management and Audit Analyst III)	ISCOFB-ADOF5-13- 2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
3	Administrative Officer V (Administrative Officer III)	ISCOFB-ADOF5-14- 2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
4	Administrative Officer V (Supply Officer III)	ISCOFB-ADOF5-15- 2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
5	Project Development Officer III	ISCOFB-RDO3-12- 2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
6	Accountant II	ISCOFB-A2-13-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting/BS Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Accountancy)		ISUFST, Main Tiwi
7	Administrative Officer IV (Administrative Officer II)	ISCOFB-ADOF4-36- 2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
8	Administrative Officer IV (Administrative Officer II)	ISCOFB-ADOF4-37- 2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
9	Administrative Officer IV (Administrative Officer II)	ISCOFB-ADOF4-38- 2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
10	Information Officer II	ISCOFB-INFO2-9- 2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi

11	Planning Officer II	ISCOFB-PLO2-11-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
12	Administrative Officer III (Supply Officer II)	ISCOFB-ADOF3-28-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
13	Board Secretary I	ISCOFB-BS1-7-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
14	Legal Assistant III	ISCOFB-LEA3-10-2023	14	33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
15	Legal Assistant II	LEA2-20-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
16	Administrative Officer II (Administrative Officer I)	ADOF2-15-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
17	Administrative Officer II (Administrative Officer I)	ADOF2-16-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
18	Administrative Officer I (Cashier I)	ISCOFB-ADOF1-29-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
19	Administrative Officer I (Supply Officer I)	ADOF1-30-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
20	Administrative Officer I (Records Officer I)	ADOF1-31-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
21	Administrative Officer I (Records Officer I)	ADOF1-32-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
22	Administrative Officer I (Supply Officer I)	ADOF1-33-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Tiwi
23	Administrative Assistant III (Secretary II)	ISCOFB-ADAS3-1-2023	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
24	Administrative Assistant II (HRMO Assistant)	ADAS2-27-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
25	Administrative Assistant II (HRMO Assistant)	ADAS2-28-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
26	Administrative Assistant II (Budgeting Assistant)	ADAS2-29-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
27	Administrative Assistant II (Prop. Custodian)	ADAS2-30-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi

28	Administrative Assistant I (Secretary I)	ISCOFB-ADAS1-27-2023	7	18,620.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
29	Administrative Assistant I (Computer Operator I)	ISCOFB-ADAS1-28-2023	7	18,620.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
30	Administrative Aide VI (Clerk III)	ISCOFB-ADA6-6-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
31	Administrative Aide VI (Clerk III)	ISCOFB-ADA6-7-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
32	Administrative Aide VI (Data Controller I)	ISCOFB-ADA6-8-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
33	Administrative Aide VI (Clerk III)	ISCOFB-ADA6-9-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
34	Administrative Aide VI (Clerk III)	ISCOFB-ADA6-10-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
35	Administrative Aide VI (Clerk III)	ADA6-33-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
36	Administrative Aide VI (Clerk III)	ADA6-34-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
37	Administrative Aide VI (Clerk III)	ADA6-35-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
38	Administrative Aide VI (Clerk III)	ADA6-36-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
39	Administrative Aide VI (Clerk III)	ADA6-37-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
40	Administrative Aide VI (Clerk III)	ADA6-39-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Tiwi
41	Administrative Officer IV (HRMO II)	ISCOFB-ADOF4-34-2023	15	39,672.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Poblacion
42	Administrative Officer IV (Budget Officer II)	ISCOFB-ADOF4-35-2023	15	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Poblacion
43	Administrative Officer III (Supply Officer II)	ISCOFB-ADOF3-27-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility		ISUFST, Main Poblacion
44	Administrative Officer II (HRMO I)	ISCOFB-ADOF2-14-2023	11	27,000.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Poblacion
45	Administrative Officer I (Records Officer I)	ISCOFB1-28-2023	10	23,176.00	Bachelor's degree	None required	None required	CS Professional/Second Level Eligibility		ISUFST, Main Poblacion
46	Administrative Assistant III (Senior Bookkeeper)	ISCOFB-ADAS3-5-2023	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
47	Administrative Assistant II (Disbursing Officer II)	ISCOFB-ADAS2-20-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
48	Administrative Assistant II (Prop. Custodian)	ISCOFB-ADAS2-21-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion

49	Administrative Assistant II (Budgeting Assistant)	ADAS2-26-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
50	Administrative Assistant I (Computer Operator I)	ISCOFB-ADAS1-26-2023	7	18,620.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
51	Administrative Aide VI (Clerk III)	ADA6-27-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
52	Administrative Aide VI (Clerk III)	ADA6-28-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
53	Administrative Aide VI (Clerk III)	ADA6-29-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
54	Administrative Aide VI (Clerk III)	ADA6-30-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
55	Administrative Aide VI (Clerk III)	ADA6-31-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
56	Administrative Aide VI (Clerk III)	ADA6-32-2023	6	17,553.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional/First Level Eligibility		ISUFST, Main Poblacion
***** NOTHING FOLLOWS *****										

Vacancy is open to all men and women, including PWDs regardless of age, sex, gender identity, civil status, political, religious, and ethnic affiliation. 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 July 22, 2023.

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. Performance rating in the in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ALMA P. BETITO

 Administrative Officer V (HRMO III)

 Iloilo State University of Fisheries Science & Technology

 Tiwi, Barotac Nuevo, Iloilo

isust.hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.