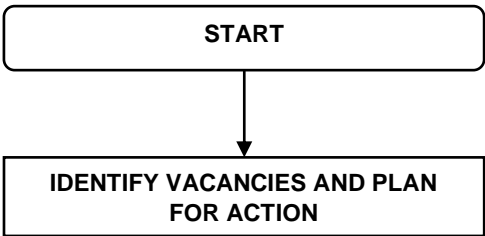
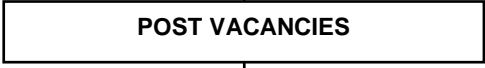

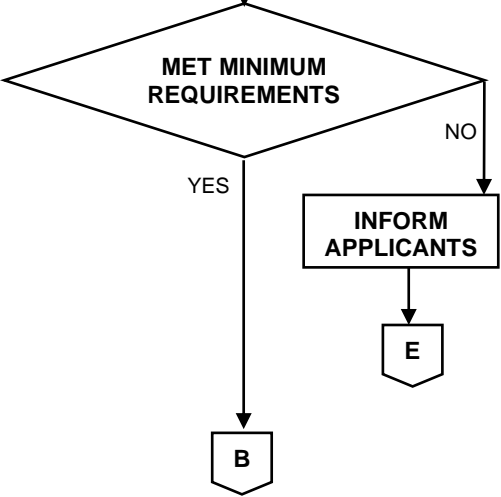


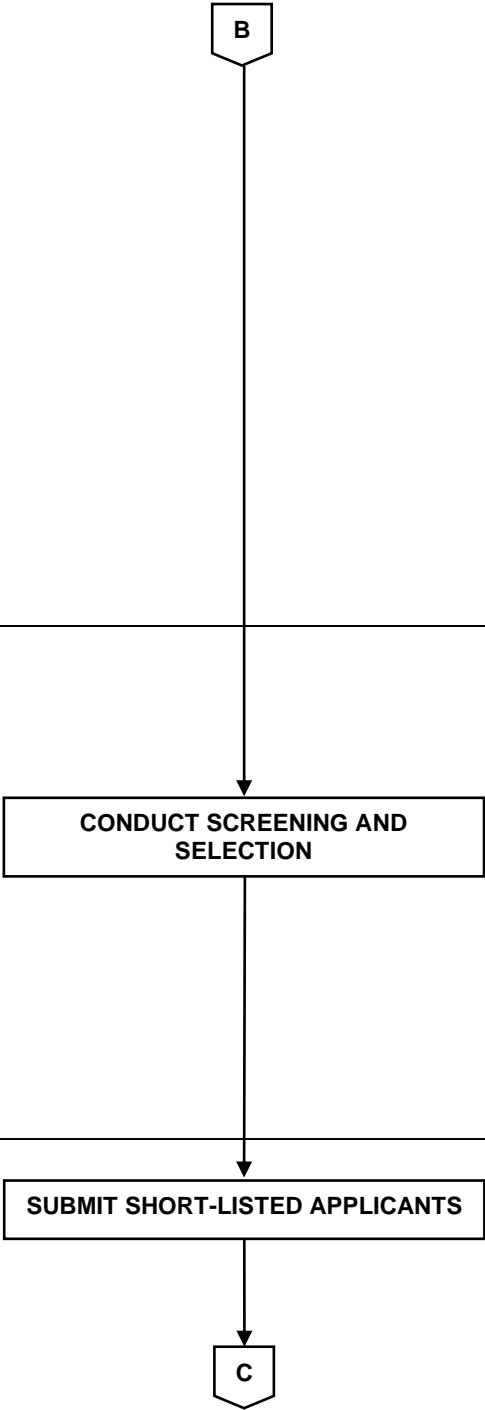
RECRUITMENT SELECTION, HIRING AND PROMOTION

Recruitment, selection, hiring, and promotion process' objective is to properly select and provide the qualified and competent applicant or personnel for a position or promotion. Processing starts when a vacancy from plantilla positions or need job orders arises. Once vacancy/ies or needs are determined, the Human Resource Management and Development Office (HRMDO) will publish these to the Civil Service Commission for (plantilla positions only). For Job Orders (JOs), Contractual and Casuals, these no longer need publication to the CSC but should be communicated to all Campuses or Departments for them to endorse their selections.

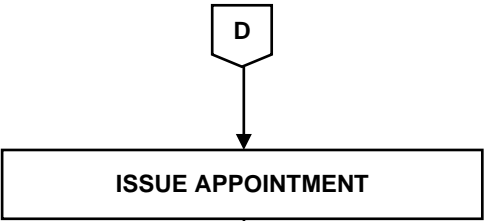
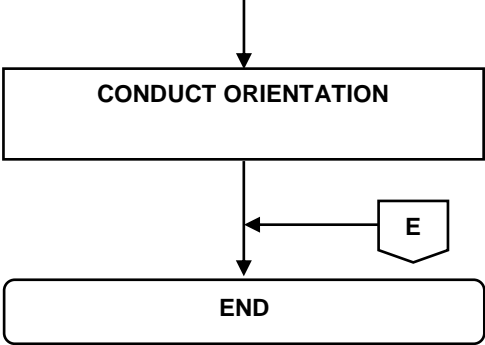
The process of selecting plantilla appointments are collaboratively undertaken by the HRMDO, Faculty Selection Board and the Office of the President

RECRUITMENT, SELECTION, HIRING, AND PROMOTION FOR PLANTILLA POSITIONS PROCEDURE (PM-PSU-04-AD-01a)


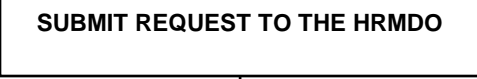
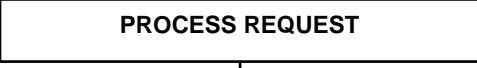
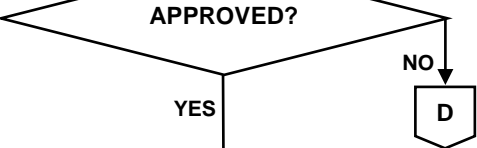


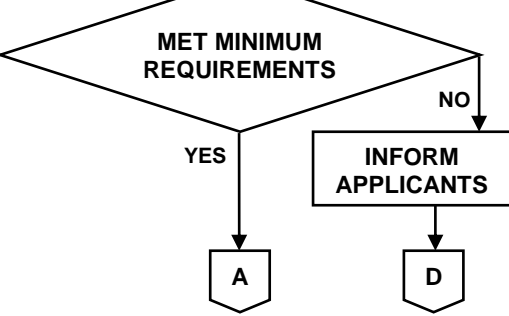
ACTIVITY FLOW	RESPONSIBLE	DETAILS
	HRMDO, Requesting unit/department/campus	<ul style="list-style-type: none"> - Write a letter of request to the Civil Service Commission (CSC) for the publication of vacancies as per RA 7041. - The unit/department/campus requesting additional employee or replacement for retired/resigned/separated employee will submit PRF to HRMDO.
	HRMDO	Vacancies are posted in the CSC website, University website or Facebook and in the bulletin boards located in conspicuous areas within the University.
	HRMDO	Upon receipt of application letters and supporting documents, HRMDO reviews the same and identifies whether or not the applicant has met minimum requirements.
	HRMDO	<ul style="list-style-type: none"> - Applicant who met or did not meet the minimum requirements will be informed immediately by the HRMDO. - The HRMDO will likewise conduct the initial interview to applicant who met the minimum requirements using the prescribed form, i.e. the Applicant's Initial Evaluation Form. - Whoever passed the initial interview will be required to submit the following documents 1 week before the PSB/FSB screening process: <ol style="list-style-type: none"> a. result of psychological and neurological examination; b. approved resignation and/or clearance from money/property accountability from present employer, if employed;

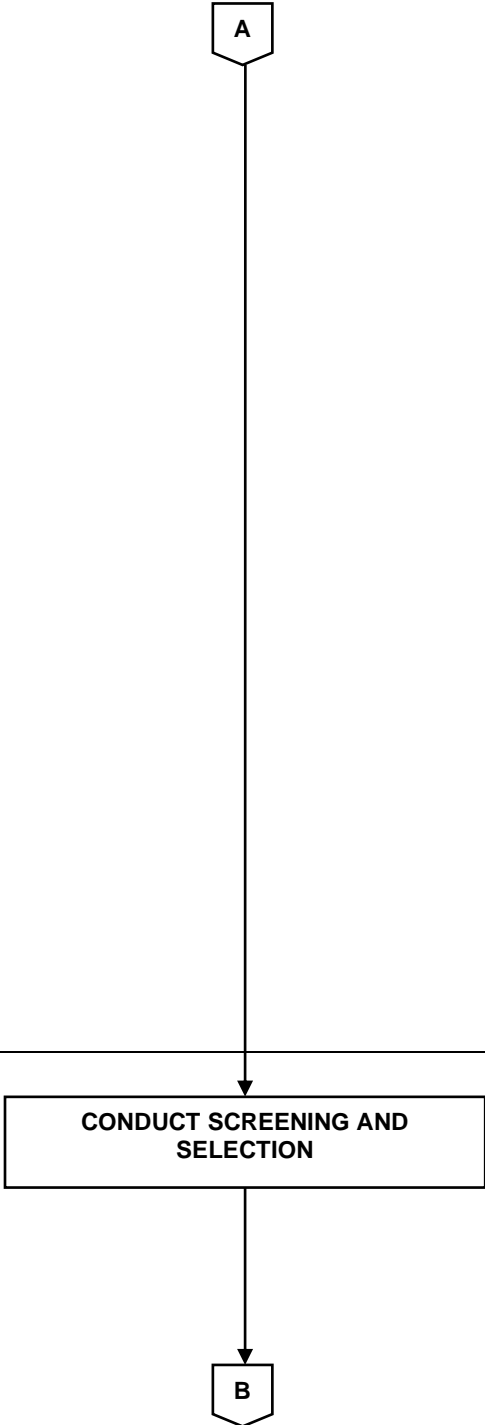
ACTIVITY FLOW	RESPONSIBLE	DETAILS
		<p>c. Personal Data Sheet with 2 1.5x1.5 pictures attached (3 copies);</p>
		<p>d. authenticated copies of Official Transcript of Records (2); e. authenticated copies of rating and professional license from the Professional regulation Commission (2); f. 2017 Residence Certificate; g. NBI clearance; h. results of medical tests (original + 2 photocopies) such as drug test, blood test, urinalysis, chest X-ray; i. CSC Form No. 211 (Medical Certificate); and j. Statement of Assets, Liabilities, and Networth (SALN; 4 copies). - Afterwards, the HRMDO will submit list of qualified applicants to the PSB/FSB together with the applicants' profile.</p>
<p style="text-align: center;">CONDUCT SCREENING AND SELECTION</p>	<p>University President, HRMDO, PSB/FSB</p>	<ul style="list-style-type: none"> - The HRMDO will inform PSB/FSB and qualified applicants of the schedule of the screening as per directives from the University President. - The PSB/FSB will administer written exams and panel interview. Written exams will be rated by experts in the field. In addition, applicants for teaching position will be required to do demonstration teaching. - The PSB/FSB will deliberate on the results of the screening process and will submit them to the HRMDO.
<p style="text-align: center;">SUBMIT SHORT-LISTED APPLICANTS</p>	<p>University President, HRMDO</p>	<p>The HRMDO will consolidate results of the PSB/FSB screening. He/She will prepare list of short-listed applicants; submit the same to the University President for final selection.</p>

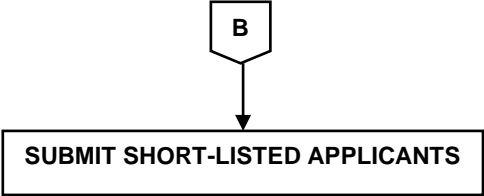
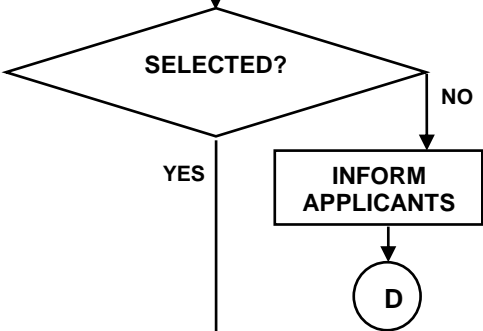

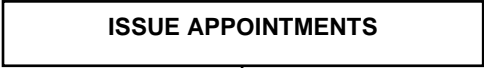
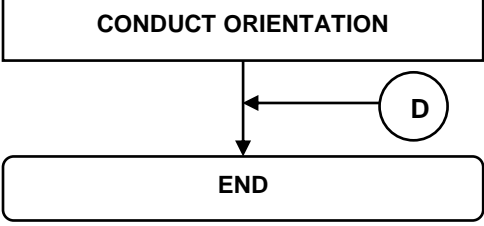
ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD C{{C}} --> A{APPROVED?} A -- YES --> B[] A -- NO --> C1[INFORM APPLICANTS] C1 --> E{{E}} style B fill:none,stroke:none </pre>	University President, HRMDO	The University President will forward to the HRMDO names of selected applicants.
<pre> graph TD B[] --> B1[INFORM SELECTED APPLICANTS] style B fill:none,stroke:none </pre>	HRMDO	The HRMDO will inform selected applicants and require them to submit other relevant documents such as: a. Position Description Form (3 copies); b. Panunumpa (3 copies); c. Assumption to Duty (3 copies); d. Tax Identification Number (TIN); and e. documentary stamps (2)
<pre> graph TD B1 --> B2[PREPARE APPOINTMENTS AND OTHER RELEVANT DOCUMENTS] style B1 fill:none,stroke:none </pre>	HRMDO	Prepare appointments for selected applicants and attach supporting documents.
<pre> graph TD B2 --> B3[SUBMIT SUMMARY OF APPOINTMENTS TO THE BOR FOR CONFIRMATION] style B2 fill:none,stroke:none </pre>	HRMDO	Prepare appointments for selected applicants with supporting documents and present the same to the BOR for confirmation during its meeting as indicated in the agenda prepared by the BOR Secretary.
<pre> graph TD B3 --> D{CONFIRMED?} D -- YES --> D1{{D}} D -- NO --> C2[INFORM/WRITE APPLICANTS] C2 --> E{{E}} style D1 fill:none,stroke:none style E fill:none,stroke:none </pre>	BOR Members, BOR Secretary, HRMDO	<ul style="list-style-type: none"> - BOR members deliberate on the appointments and confirm those selected applicants. - BOR Secretary marks appointments with "Confirmed by the Board of Regents" - HRMDO issues congratulatory letter to the applicants confirmed by the BOR.

ACTIVITY FLOW	RESPONSIBLE	DETAILS
 <pre> graph TD D[D] --> A[ISSUE APPOINTMENT] </pre>	HRMDO	HRMDO issues appointments and schedules orientation for newly hired/promoted employees within 1 week after confirmation.
 <pre> graph TD A[CONDUCT ORIENTATION] --> B[END] E[E] --> AB[] style AB width:0px,height:0px </pre>	HRMDO, CAO, CED	HRMDO, CAO, CED will conduct orientation to newly hired/renewed employees.

**RECRUITMENT, SELECTION, AND HIRING FOR CONTRACTUAL, JOB ORDER OR CASUAL STATUS
PROCEDURE (PM-PSU-04-AD-01b)**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
 <p>START</p> <p>↓</p>  <p>SUBMIT REQUEST TO THE HRMDO</p>	<p>CAO, Department Chairperson, College Dean</p>	<p>CAO, Department Chairperson, and College Dean identify needed personnel who will be hired under contractual, job order, and casual status. Then, submit PRF to the HRMDO.</p>
 <p>PROCESS REQUEST</p>	<p>HRMDO, VPs, University President</p>	<p>HRMDO will validate the need and endorse PRF to VP for Finance who shall certify availability of funds.</p>
 <p>APPROVED?</p> <p>YES ↓</p> <p>NO ↓ D</p>	<p>University President</p>	<p>Upon recommendation of the VP for Administration and Planning (for non-teaching) or the VP for Academic Affairs (for teaching), the PRF will be submitted to the OP for approval.</p>
 <p>POST VACANCIES</p>	<p>CAO, CED</p>	<p>Vacancies are posted in the Campus/University website or Facebook and in the bulletin boards located in conspicuous areas within the Campus.</p>
 <p>RECEIVE AND REVIEW APPLICATIONS</p>	<p>CAO</p>	<p>Upon receipt of application letters and supporting documents, CAO reviews the same and identifies whether or not the applicant has met minimum requirements.</p>
 <p>MET MINIMUM REQUIREMENTS</p> <p>YES ↓ A</p> <p>NO ↓ INFORM APPLICANTS ↓ D</p>	<p>CAO</p>	<ul style="list-style-type: none"> - Applicant who met or did not meet the minimum requirements will be informed immediately by the CAO. - The CAO will likewise conduct the initial interview to applicant who met the minimum requirements using the prescribed form, i.e. the Applicant's Initial Evaluation Form.

ACTIVITY FLOW	RESPONSIBLE	DETAILS
		<ul style="list-style-type: none"> - Whoever passed the initial interview will be required to submit the following documents 1 week before the LSB screening process: <ul style="list-style-type: none"> a. result of psychological and neurological examination; b. approved resignation and/or clearance from money/property accountability from present employer, if employed; c. Personal Data Sheet with 2 1.5x1.5 pictures attached (3 copies); d. authenticated copies of Official Transcript of Records (2); e. authenticated copies of rating and professional license from the Professional regulation Commission (2); f. 2017 Residence Certificate; g. NBI clearance; h. results of medical tests (original + 2 photocopies) such as drug test, blood test, urinalysis, chest X-ray; i. CSC Form No. 211 (Medical Certificate); and j. Statement of Assets, Liabilities, and Networth (SALN; 4 copies). - Afterwards, the CAO will submit list of qualified applicants to the LSB together with the applicants' profile.
	CED, CAO, LSB	<ul style="list-style-type: none"> - The CAO will inform the LSB and qualified applicants of the schedule of the screening as per directives from the CED. - The LSB will administer written exams and panel interview. Written exams are rated by experts in the field. In addition, applicants for teaching position will be required to do demonstration teaching. - The LSB will deliberate on the results of the screening process and will submit them to the CAO.

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	CAO, University President	The CAO will consolidate results of the LSB screening. He/She will prepare list of short-listed applicants as per result of LSB screening; submit the same to the CED for endorsement. Afterwards, the list will be submitted to the University President for approval.
	University President, HRMDO	The University President will forward to the HRMDO names of selected applicants.
	HRMDO, CAO	Given instructions from the HRMDO, the CAO will inform selected applicants and require them to submit other relevant documents such as: a. Position Description Form (3 copies); b. Panunumpa (3 copies); and c. Assumption to Duty (3 copies).
	HRMDO, CAO	<ul style="list-style-type: none"> - The CAO will issue appointments to selected applicants through the CAO. - Post appointments in the bulletin boards and other media 19 days from the issuance of the appointment.
	CAO, HRMDO	<ul style="list-style-type: none"> - CAO and HRMDO will conduct orientation to newly hired/renewed employees.



OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 053

Series 2023

June 15, 2023

To : All Campus Executive Directors
Other Officials Concerned

Subject : Filling up of Vacant Non-Teaching Positions

Ang. 10

You are hereby advised to disseminate information regarding the filling up of vacant positions as indicated below.

These positions are open to all interested applicants. Applicants should signify their intention to apply by submitting their application documents and credentials together with their application letters to **Dr. Lorena B. Echalar, Director, HRMDO** not later than **June 29, 2023** for pre-qualification assessment. Non-Submission of ANY of the following documents shall be a ground for the applicant's disqualification:

- Personal Data Sheet (2017 Revised Form) – must be properly accomplished and notarized;
- CS Form 212 Work Experience;
- Copy of Transcript of Records;
- Certification of work experience;
- Copy of Certificate of Eligibility;
- Last performance rating from current/previous employer;
- Copy of related training/seminar certificates; and
- Potential Assessment Form (to be signed by immediate supervisor) for government employee only.

Vacant Positions:

PSU - Alaminos City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility



Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
--	---	-----------	--	---------------	---------------	---

PSU-Asingan Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer IV (Budget Officer II) (SG-15) (Planning Office)	1	36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/Second Level Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-Bayambang Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility



PSU-Binmaley Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer IV (HRMO II) (SG-15)	1	36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/Second Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-Infanta Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer I (Supply Officer I) (SG-10)	1	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/Second Level Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility



PSU-Lingayen Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (OUS Staff)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-Main Office

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer V (Supply Officer III) (SG-18) (Procurement Office)	1	46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/Second Level Eligibility
Administrative Officer V (Budget Officer III) (SG-18) (Planning Office)	1	46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/Second Level Eligibility
Administrative Officer V (SG-18) (HR Office)	1	46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience (RSP & PSIPOP)	CS Professional/Second Level Eligibility
Project Development Officer II (SG-15) (Engineering Office)	1	36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/Second Level Eligibility



Legal Assistant II (SG-12)	2	29,165.00	Bachelor's Degree relevant to the job	None Required	One (1) year of relevant experience	CS Professional/ Second Level Eligibility
Administrative Officer II (HRMO I) (SG-11)	2	27,000.00	Bachelor's Degree	None Required	One (1) year of relevant experience	CS Professional/ Second Level Eligibility
Internal Auditor I (SG-11)	2	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility
Project Development Officer I (SG-11) (Engineering Office)	2	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility
Planning Officer I (SG-11)	2	27,000.000	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility
Administrative Assistant III (SG-9) (VP Admin Office)	1	21,211.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (SG-8) (HR Office)	1	19,744.00	Completion of two years studies in college	None Required	One (1) year relevant experience (HRIS)	CS Sub-Professional/First Level Eligibility
Administrative Assistant I (Buyer I) (SG-7) (Procurement Office)	4	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant I (Buyer I) (SG-7) (BAC Office)	3	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (Accounting Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility



Administrative Aide VI (Clerk III) (SG-6) (Board Secretary Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (Budget Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (Cashier Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (HR Office)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (ICTMO)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (Procurement Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (Engineering Office)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-San Carlos City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer IV (Budget)	1	36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of	One (1) year of relevant experience	CS Professional/Second Level Eligibility



Officer II (SG-15) (Planning Office)				relevant training		
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-Sta. Maria Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Registrar I (SG-11)	1 <i>old</i>	27,000	Bachelor's Degree	None Required	None Required	CS Professional/Second Level Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

PSU-Urdaneta City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Accountant II (SG-16)	1 <i>old</i>	39,672.00	Bachelor's Degree in Commerce/Business Administration	Four (4) hours of relevant training	One (1) year of relevant experience	RA1080(CPA)



			major in Accounting/BS Accountancy			
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	2	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) (SAS Staff)	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility

Qualified applicants regardless of age, race, sexual preferences/orientation, gender, special needs, and religion are encouraged to apply.

For widest dissemination.


ELBERT M. GALAS
 University President



OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 12
Series 2024

January 22, 2024

To : All Campus Executive Directors
Other Officials Concerned

Subject : Filling up of Vacant Teaching Positions

You are hereby advised to disseminate information regarding the filling up of vacant positions as indicated below.

These positions are open to all interested applicants. Applicants should signify their intention to apply by submitting their application documents and credentials together with their application letters to **Dr. Ian D. Evangelista, Chief Administrative Officer-Administration** not later than **February 2, 2024** for pre-qualification assessment. Non-Submission of **ANY** of the following documents shall be a ground for the applicant's disqualification:

- a. Personal Data Sheet (2017 Revised Form) – must be properly accomplished and notarized;
- b. Copy of Transcript of Records;
- c. Certification of work experience;
- d. Copy of appropriate eligibility;
- e. Last performance rating from current/previous employer; and
- f. Copy of related training/seminar certificates.

Vacant Positions:

Position Title/Salary Grade: Instructor I (SG-12)

Number of Vacancy : Sixty One (61) Slots
Employment Status : Contractual
Monthly Salary : Php 29, 165.00

Campus	Position to be filled	Requirement			
		Education	Training	Experience	Eligibility
(8) PSU Alaminos	(2) Instructor I	Bachelor of Science in Information Technology	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)



	(2) Instructor I	Bachelor of Secondary Education (English & Math)	None required	None required	RA 1080 (LET)
	(1) Instructor I	Master in Business Administration; BSBA Operations Management/ Financial Management	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(3) Instructor I	Bachelor of Elementary Education	None required	None required	RA 1080 (LET)
(5) PSU Asingan	(2) Instructor I	(1) Guidance and Counseling; (1) Psychology-related course;	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(1) Instructor I	BSE Mathematics	None required	None required	RA 1080 (LET)
	(1) Instructor I	Bachelor of Elementary Education	None required	None required	RA 1080 (LET)
	(1) Instructor I	BS Electrical Engineering	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(13) PSU Bayambang	(2) Instructor I	Master of Public Administration; Allied degrees	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(6) Instructor I	BS Nursing with Master's degree	None required	None required	RA 1080 (NURSE)
	(1) Instructor I	BSE Science	None required	None required	RA 1080 (LET)
	(1) Instructor I	BSE Physical Education with Master's degree	None required	None required	RA 1080 (LET)



	(1) Instructor I	BSE Technology and Livelihood Education with Master's degree	None required	None required	RA 1080 (LET)
	(2) Instructor I	BS Information Technology	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(3) PSU Binmaley	(1) Instructor I	BS Fisheries with Master's degree	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(2) Instructor I	BS Criminology with Master's degree	None required	None required	RA 1080 (CRIMINOLOGIST)
(4) PSU Infanta	(1) Instructor I	BSE Mathematics with Master's degree	None required	None required	RA 1080 (LET)
	(1) Instructor I	BSE English/ Language Arts with Master's degree	None required	None required	RA 1080 (LET)
	(1) Instructor I	BS Agribusiness Management with Master's degree	None required	None required	RA 1080 (LEA)
	(1) Instructor I	BS Accountancy with Master's degree	None required	None required	RA 1080 (CPA)
(8) PSU Lingayen	(2) Instructor I	MA Economics; BA Economics	None required	With at least one(1) year of teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(2) Instructor I	BS Social Studies; BA Social Science	None required	None required	RA 1080 (LET)
	(1) Instructor I	BS Psychology	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)



	(2) Instructor I	MS Computer Science; BS Computer Science	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(1) Instructor I	BIT Mechanical with Master's degree	None required	With at least one(1) year of Industry Experience	RA 1080 (LET)
(2) PSU San Carlos	(2) Instructor I	Master in Business Administration; BS Accountancy; BS Financial Management	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
PSU Sta. Maria	(1) Instructor I	BS Agriculture in Animal Science with Master's degree	None required	None required	RA 1080 (Agriculturist)
	(1) Instructor I	BSE English with master's degree	None required	None required	RA 1080 (LET)
(16) PSU Urdaneta	(1) Instructor I	BS Electrical Engineering in Power Systems	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(6) Instructor I	BS Civil Engineering in Structural Engineering	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(1) Instructor I	MS Architecture; BS Architecture	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(1) Instructor I	BS Electronics and Communications Engineering with Master's degree	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(2) Instructor I	BS Information Technology	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)
	(2) Instructor I	BS in Mathematics	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)



	(1) Instructor I	BSED Filipino	None required	None required	RA 1080 (LET)
	(1) Instructor I	BSED Science	None required	None required	RA 1080 (LET)
	(1) Instructor I	Early Childhood Education with Master's degree	None required	None required	RA 1080 (LET)

Qualified applicants regardless of age, race, sexual preferences/orientation, gender, special needs, and religion are encouraged to apply.

For widest dissemination.


ELBERT M. GALAS
University President



OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 20
Series 2024

February 28, 2024

To : All Campus Executive Directors
Other Officials Concerned

Subject : Filling up of Vacant Teaching Positions

You are hereby advised to disseminate information regarding the filling up of vacant positions as indicated below.

These positions are open to all interested applicants. Applicants should signify their intention to apply by submitting their application documents and credentials together with their application letters to **Dr. Ian D. Evangelista, Chief Administrative Officer-Administration** not later than **March 13, 2024** for pre-qualification assessment. Non-Submission of ANY of the following documents shall be a ground for the applicant's disqualification:

- a. Personal Data Sheet (2017 Revised Form) – must be properly accomplished and notarized;
- b. Copy of Transcript of Records;
- c. Certification of work experience;
- d. Copy of appropriate eligibility;
- e. Last performance rating from current/previous employer; and
- f. Copy of related training/seminar certificates.

Vacant Positions:

Position Title/Salary Grade: Instructor I (SG-12) PERMANENT

Number of Vacancy	: One Hundred Ninety-Seven (197) Slots
Annual Salary	: Php 349,980.00
Monthly Salary	: Php 29,165.00
Bonus (Mid-year & Year-end)	: Php 58,330.00
Personal Economic Relief Allowance (PERA)	: Php 24,000.00
Clothing Allowance	: Php 6,000.00
Cash Gift	: Php 5,000.00
Productivity Enhancement Incentive Bonus (PEI)	: Php 5,000.00





Position to be filled	Specialization	REQUIREMENTS			
		Education	Training	Experience	Eligibility
(5) Instructor I	English Language	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(3) Instructor I	Tourism Management	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(9) Instructor I	Hospitality Management	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(9) Instructor I	Business Administration	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(3) Instructor I	Public Administration	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(10) Instructor I	Guidance Counseling and Psychology	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Social Work	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Nutrition and Dietetics	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(5) Instructor I	Nursing	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)



					BOARD Eligibility)
(5) Instructor I	Criminology	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(4) Instructor I	Mathematics	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Economics	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(26) Instructor I	Information Technology	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(2) Instructor I	Computer Science	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(4) Instructor I	Architecture	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Civil Engineering	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Computer Engineering	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(1) Instructor I	Electrical Engineering	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or



					BOARD Eligibility)
(4) Instructor I	Mechanical Engineering	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(3) Instructor I	Environmental Science and Biology	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(5) Instructor I	Fisheries	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(7) Instructor I	Agriculture	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(5) Instructor I	Agribusiness Management	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(10) Instructor I	English Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(19) Instructor I	Social Studies Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(9) Instructor I	Mathematics Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(9) Instructor I	Science Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or



					BOARD Eligibility)
(6) Instructor I	Filipino Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(11) Instructor I	Elementary Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(7) Instructor I	Physical Education/NSTP	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(7) Instructor I	Technology and Livelihood Education	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)
(4) Instructor I	Industrial Technology	Master's degree relevant to the specialization	None required	With relevant teaching experience	RA 1080 (For courses requiring BAR or BOARD Eligibility)

Qualified applicants regardless of age, race, sexual preferences/orientation, gender, special needs, and religion are encouraged to apply.

For widest dissemination.


ELBERT M. GALAS
 University President



OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 103
 Series 2023

November 14, 2023

To : All Campus Executive Directors
 Other Officials Concerned

Subject : Filling up of Vacant Non-Teaching Positions

You are hereby advised to disseminate information regarding the filling up of vacant positions as indicated below.

These positions are open to all interested applicants. Applicants should signify their intention to apply by submitting their application documents and credentials together with their application letters to **Dr. Ian D. Evangelista, Chief Administrative Officer-Administration** not later than **November 24, 2023** for pre-qualification assessment. Non-Submission of ANY of the following documents shall be a ground for the applicant's disqualification:

- a. Personal Data Sheet (2017 Revised Form) – must be properly accomplished and notarized;
- b. CS Form 212 Work Experience;
- c. Copy of Transcript of Records;
- d. Certification of work experience;
- e. Copy of Certificate of Eligibility;
- f. Last performance rating from current/previous employer;
- g. Copy of related training/seminar certificates; and
- h. Potential Assessment Form (to be signed by immediate supervisor) for government employee only.

Vacant Positions:

PSU - Alaminos City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer IV (Budget Officer II) (SG-15)	1	36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Assistant II (Property Custodian) (SG-8)	1	19,744.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility



Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Registrar's Office	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Driver/Liaison Officer	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility

PSU-Asingan Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Planning Officer II (SG-15)	1	36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
College Librarian I (SG-13)	1	31,320.00	Bachelor's degree in Library Science or Information or BSE/Arts Maj. In Library Science	None required	None required	RA 1080 (Librarian)
Administrative Assistant III (Senior Bookkeeper) (SG-9)	1	21,211.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Assistant II (Property Custodian) (SG-8)	1	19,744.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Driver/Liaison Officer	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility

PSU-Bayambang Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility



Administrative Officer V (SG-18) (Campus AO)	1	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer III (Cashier II) (SG-14)	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (HRMO I) (SG-11) Campus HR Office	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Assistant III (Senior Bookkeeper) (SG-9) Campus Accounting Office	1	21,211.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Driver/Liaison Officer	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Registrar's Office	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) ICT Office (Laboratory Librarian)	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility

PSU-Binmaley Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer III (Cashier II) (SG-14)	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer III (SG-14) (Quality Assurance)	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility



Administrative Officer I (Supply Officer I) (SG-10)	1	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ 2 nd Level Eligibility
Administrative Aide VI (Clerk III) SG-6	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1 st Level Eligibility

PSU-Infanta Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Registrar II (SG-15)	1	36,619.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility

PSU-Lingayen Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer III (Records Officer II) (SG-14) Campus Planning Office	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (HRMO I) (SG-11) Campus HR Office	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (SG-11) Guidance Office	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Assistant II (SG-8) Laboratory Custodian	1	19,744.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1 st Level Eligibility



Administrative Aide VI (Clerk III) (SG-6) HR Staff	2	17,553.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1 st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Quality Assurance Office	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1 st Level Eligibility

PSU-Main Office

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Vice President IV (SG-28)	1	148,171.00	Doctorate Degree	Forty (40) hours of training in management and supervision	Five (5) years in position involving management and supervision	CS Professional/ 2 nd Level Eligibility
Chief Administrative Officer (Finance/Management Officer II) (SG-24)	1	90,078.00	Master's Degree	Forty (40) hours of training in management and supervision	Four (4) years in position involving management and supervision	CS Professional/ 2 nd Level Eligibility
Information Technology Officer I (SG-19)	1	51,357.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer V (Information Officer III) (SG-18) PRPIO	1	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer V (Budget Officer III) (SG-18) Planning Office	1	46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer IV (Information Officer II) (SG-15) PRPIO	1	36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility



Education Program Specialist I (SG-12) (Learning & Development)	1	29,165.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (Information Officer I) (SG-11) PRPIO (Layout Artist)	1	27,000.00	Bachelor's degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (Budget Officer I) (SG-11) Budget Office	1	27,000.00	Bachelor's degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Internal Auditor I (SG-11)	1	27,000.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Officer I (Supply Officer I) (SG-10)	1	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ 2 nd Level Eligibility
Administrative Officer I (Cashier I) (SG-10)	1	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ 2 nd Level Eligibility
Administrative Officer I (Records Officer I) (SG-10)	1	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ 2 nd Level Eligibility
Administrative Assistant II (Disbursing Officer II) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/ 1 st Level Eligibility
Administrative Assistant I (Buyer I) (SG-7) BAC Office	1	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/ 1 st Level Eligibility
Administrative Assistant I (Buyer I) (SG-7) Supply Office	1	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional/ 1 st Level Eligibility



Administrative Aide VI (Clerk III) (SG-6) Board Secretary Office	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) BAC Office	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) IT Expert (HRMDO)	1	17,553.00	BS Information Technology or other related course	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) OUS	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide IV (Clerk II) (SG-4) Student Services Office	1	15,586.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide IV (Clerk II) (SG-4) BAC Goods	1	15,586.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility

PSU-San Carlos City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer III (Cashier II) (SG-14)	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (HRMO I) (SG-11)	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility



Campus HR Office						
Administrative Officer I (Supply Officer I) (SG-10)	1	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility
Administrative Assistant II (Property Custodian) (SG-8) HM Laboratory	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Assistant II (Budgeting Assistant) (SG-8)	1	19,744.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide (Clerk III) (SG-6) Computer Laboratory	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Library	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide IV (Clerk II) (SG-4) Registrar's Office	1	15,586.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility

PSU-Sta. Maria Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Science Research Analyst I (SG-11)	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Accounting Office	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility

Republic of the Philippines
Pangasinan State University
 Lingayen, Pangasinan



Website: www.psu.edu.ph
 Telephone: (075) 206-0802 Telefax: (075) 542-4261/4057

PSU-Urdaneta City Campus

Position Title/Salary Grade	Number of Vacancy	Monthly Salary	Requirement			
			Education	Training	Experience	Eligibility
Administrative Officer III (Supply Officer II) (SG-14)	1	33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2 nd Level Eligibility
Administrative Officer II (HRMO I) (SG-11) Campus HR Office	1	27,000.00	Bachelor's Degree	None required	None required	CS Professional/ 2 nd Level Eligibility
Administrative Aide VI (Clerk III) (SG-6) Driver/Liaison Officer	1	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub Professional/ 1st Level Eligibility
Administrative Aide VI (Clerk III) (SG-6)	1	17,553.00	Completion of two years studies in college	None required	None required	CS Sub Professional/ 1st Level Eligibility

Qualified applicants regardless of age, race, sexual preferences/orientation, gender, special needs, and religion are encouraged to apply.

For widest dissemination.


ELBERT M. GALAS
 University President

Region's Premier University of Choice



Alaminos - alaminoscampus@psu.edu.ph		Asingan - asingancampus@psu.edu.ph		Bayambang - bayambangcampus@psu.edu.ph		Binmaley - binmaleycampus@psu.edu.ph		Infanta - infantacampus@psu.edu.ph	
Lingayen - lingayencampus@psu.edu.ph		Main - hmdo@psu.edu.ph		San Carlos - sancarloscampus@psu.edu.ph		Sta. Maria - stamaniacampus@psu.edu.ph		Urdaneta - urdanetacampus@psu.edu.ph	
SAS - sas@psu.edu.ph		OUS - ous@psu.edu.ph							