

Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

CSC – FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the **EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY**:

AMINAH M. MORALES, RGC, Rpm
HRMO

Date: October 8, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	SUC Vice President I	EARISTB- SUCVP1-2- 2022	25	116,643.00	Appropriate Masteral Degree	None required	Three (3) years in position/s involving management and supervision	None Required	Integrity, Professionalism, Accountability, Strategic Thinking & Work Management	Office of the Vice President

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **October 19, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to human resource management office as the case may be:


AMPARO M. MORALES, RGC, RPm
Chief, Human Resource Management Services
Nagtahan, Sampaloc, Manila
earisthrmsrecruitment@earist.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan, Sampaloc, Manila 1008



Invites applicants for:

SUC VICE PRESIDENT I
PERMANENT – STATUS

Plantilla Item Number: EARISTB-SUCVP1-2-2022

Place of Assignment: Office of the Vice President

Salary Grade: 25

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education: Appropriate Masteral Degree
Experience: Three (3) years in position/s involving management and supervision
Training: None required
Eligibility: None Required

PREFERRED QUALIFICATIONS:

Education:

1. Earned master's degree in a relevant field; a doctoral degree (Ph.D. or Ed.D.) is highly preferred.

Experience:

1. At least five (5) years of relevant management or supervisory experience, preferably in higher education, government, or a comparable organization.
2. Demonstrated leadership experience in academic administration, institutional governance, strategic planning, and organizational development.
3. Relevant executive training in leadership, governance, strategic management, higher education administration, or public administration.
4. Proven ability to lead teams, manage institutional programs, engage stakeholders, and support organizational improvement.
5. Substantial experience in policy formulation, program development, quality assurance, resource management, and stakeholder engagement.
6. Demonstrated ability to lead academic and/or administrative units, manage institutional programs, and work effectively with government agencies, academic communities, industry partners, and other stakeholders.

Training:

1. Strong competencies in strategic leadership, decision-making, communication, collaboration, and organizational change management.

Eligibility:

1. Career Service Professional eligibility; Career Executive Service (CES) eligibility or appropriate CES eligibility/qualification is an advantage, subject to applicable rules.

VEBL TRUE COPY - HRI



Website: earist.edu.ph
Email: earistofficial1945@gmail.com
Tel Nos.: 8243 9437/ 8243 9460/ 8243 9466-68 loc. 120



Republic of the Philippines
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan, Sampaloc, Manila 1008



ADDITIONAL REQUIREMENT:

- **Shall submit a 5-year development plan for the institution**

Articulating the applicant's proposed strategic directions, priorities, programs, and initiatives for the advancement of the Institute. The plan shall include measurable objectives, key performance indicators, implementation timelines, resource requirements, and mechanisms for monitoring and evaluation, and shall be aligned with the institution's mandate, strategic priorities, national higher education directions, and applicable government policies and regulations.

ALL APPLICANTS MUST CONTAIN THE FOLLOWING DOCUMENTS:

Interested and qualified applicants should submit a written application letter to the Institute President, **Dr. Rogelio T. Mamaradlo**. Applicants must attach the following documents to the application letter and send these to the address below not later than **October 19, 2026**.

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2. Hard copy or electronic copy of the performance rating in the last rating period (if applicable)
3. Hard copy or electronic copy of proof of eligibility/rating/license
4. Hard copy or electronic copy of Board Exam with rating (R.A. 1080)
5. Hard copy or electronic copy of Transcript of Records.

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Chief, Human Resource Management Services

Nagtahan, Sampaloc, Manila

earisthrmsrecruitment@earist.edu.ph

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81 TRUE COPY - HB.



Website: earist.edu.ph
Email: earistofficial1945@gmail.com
Tel Nos.: 8243 9437/ 8243 9460/ 8243 9466-68 loc. 120

Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF TECHNOLOGY
Request for Publication of Vacant Positions

Date of Publication
Electronic copy to be submitted to the CSC
FO must be in electronic format
OCT 11 2025

GLADY LEE B. RIVERA
Human Resource Specialist

CSC – FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

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AMPARO M. [Signature], RGC, Rpm

HRMO

Date: October 8, 2026

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					Education	Training	Experience	Eligibility	Competency/ Area of Specialization / Residency Requirement (if applicable)	
1	Attorney IV	EARISTB- ATY4-8-2023	23	91,306.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Legal Unit

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1	Guidance Counselor III	EARISTB- GUIDC3-2- 1998	13	36,125.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Registered Guidance Counselor)		Guidance Services
2	Administrative Officer I (Supply Officer I)	EARISTB- ADOF1-18- 2004	10	26,917.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Supply and Property Management Unit
3	Security Guard I	EARISTB- SECG1-2- 1998	3	16,486.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	Security Guard License (MC 11, s. 96- Cat. II)		Security Services

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AMPAP/1211. MORALES, RGC, Rpm
HRMO

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1	Accountant II	EARISTB-A2-22-2023	16	45,694.00	Bachelor's degree in Commerce / Business Administration Major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Certified Public Accountant)		Accounting Unit
2	Administrative Officer IV (Budget Officer II)	EARISTB-ADOF4-29-2023	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Financial Management Services
3	Administrative Officer III (Supply Officer II)	EARISTB-ADOF3-18-2023	14	38,764.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Supply and Property Management Unit
4	Project Development Officer I	EARISTB-PDO1-17-2024	11	31,705.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Project Management Unit

5	Administrative Officer I	EARISTB-ADOF1-4-2024	10	26,917.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Procurement Unit
6	Administrative Assistant II (Property Custodian)	EARISTB-ADAS2-17-2024	8	22,423.00	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Supply and Property Management Unit
7	Administrative Aide VI (Clerk III)	EARISTB-ADA6-5-2024	6	19,716.00	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Accounting Unit
8	Administrative Aide VI (Clerk III)	EARISTB-ADA6-7-2024	6	19,716.00	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Records Services
9	Administrative Aide VI (Clerk III)	EARISTB-ADA6-13-2023	6	19,716.00	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Quality Assurance Unit

10	Administrative Aide VI (Clerk III)	EARISTB-ADA6-14-2023	6	19,716.00	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Office Of The Suc Vice-President
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