



Republic of the Philippines
**EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY**
Nagtahan, Sampaloc, Manila
Tel No. 2302334 Loc. 120

September 5, 2023

Mr. EDGARDO R. SISON
Chief, Institute Web Development Services
EARIST, Manila

Madam:

Respectfully submitted for publication is the list of vacant position at the Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST), Nagtahan, Manila under the National Government.

LIST OF VACANT POSITIONS

(National)

Position/ Title: **SUC Vice President I**; SG: 25; Item No.; EARISTB-SUCVP1-2-2022; Qualification Standards: Education: Appropriate Masteral degree; Experience: 3 years in position/s involving management and supervision; Training: None required; Eligibility: None required.

Position/ Title: **Chief Administrative Officer**; SG: 24; Item No.; EARISTB-CADOF-5-2004; Qualification Standards: Education: Masteral degree; Experience: 4 years in position/s involving management and supervision; Training: 40 hours of training in management and supervision; Eligibility: Career Service (Professional) Second Level Eligibility.

Position/ Title: **ADMINISTRATIVE AIDE VI (CLERK III)**; SG: 6; Item No.; EARISTB-ADA6-19-2004; Qualification Standards: Education: Completion of two years studies in College; Experience: None required; Training: None required; Eligibility: Career Service (Sub Professional) First level Eligibility.

Position/ Title: **ADMINISTRATIVE AIDE IV (CLERK II)**; SG: 4; Item No.; EARISTB-ADA4-28-2004; Qualification Standards: Education: Completion of two years studies in College; Experience: None required; Training: None required; Eligibility: Career Service (Sub Professional) First level Eligibility.

Position/ Title: **COOK I**; SG: 3; Item No.; EARISTB-COK1-1-1998; Qualification Standards: Education: Elementary School Graduate; Experience: None required; Training: None required; Eligibility: None required (MC 11, s. 96 – Cat. III).

Position/ Title: **SECURITY GUARD I**; SG: 3; Item No.; EARISTB-SECG1-5-1998; Qualification Standards: Education: High School Graduate; Experience: None required; Training: None required; Eligibility: Security Guard License (MC 11, s. 96 – Cat. II).

--- nothing follows ---

Interested and qualified applicants should signify interest in writing. Attached / submit application letter with the following documents and send to the address at page 2.

Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can **be downloaded at www.csc.gov.ph**.

1. Performance ratings in the last (2) semesters preceding this publication
2. Photocopy of Civil Service Certificate of Eligibility (with Original & Authenticated)
3. Photocopy of Certificate of Board Exam with rating (R.A. 1080)
4. Photocopy of Transcript of Records (with Original)

Send to:

Dr. ROGELIO T. MAMARADLO
President
EARIST, Manila

or

Ms. AMPARO M. MORALES, RGC, Rpm
Chief, Human Resource Management Services
earisthrslnpds@gmail.com
ammorales@earist.ph.education

Certified Correct:


Ms. AMPARO M. MORALES, RGC, Rpm

Chief, Human Resource Management Services