

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

To: CIVIL SERVICE COMMISSION (CSC)

13 JUN 2024
CSC - FO Office of the President

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

AMPARO M. MORALES, RGC, RPm
HRMO

Date: 06/13/2024

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	Attorney IV	EARISTB- ATY4-8-2023	23	80,003.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Legal Unit
2	Board Secretary I	EARISTB-BS1- 6-2024	14	33,843.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the University Board Secretary
3	Legal Assistant II	EARISTB- LEA2-9-2023	12	29,165.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Legal Unit
4	Planning Officer I	EARISTB- PLO1-15-2024	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Planning Unit
5	Administrative Officer I	EARISTB- ADOF1-4- 2024	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Procurement Unit

6	Administrative Officer I (Records Officer I)	EARISTB-ADOF1-5-2024	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Records Unit
7	Administrative Assistant III	EARISTB-ADA63-1-2024	9	21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First Level Eligibility		Office of the University Board Secretary
8	Administrative Assistant II (Property Custodian)	EARISTB-ADAS2-17-2024	8	19,744.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Supply and Property Management Unit
9	Administrative Assistant II	EARISTB-ADAS2-18-2024	8	19,744.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) First Level Eligibility		EARIST Cavite Campus
10	Administrative Assistant I (Buyer I)	EARISTB-ADAS1-16-2024	7	18,620.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Procurement Unit
11	Administrative Aide VI (Clerk III)	EARISTB-ADA6-2-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Office of the President
12	Administrative Aide VI (Clerk III)	EARISTB-ADAS6-3-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Office of the University Board Secretary
13	Administrative Aide VI (Clerk III)	EARISTB-ADAS6-4-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Information Unit
14	Administrative Aide VI (Clerk III)	EARISTB-ADAS6-11-2024	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		EARIST Cavite Campus

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 June 25, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating 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:

AMPARO M. MORALES, RGC, Rpm

Chief, Human Resource Management Services

Nagtahan, Sampaloc, Manila

ammorales@earist.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.