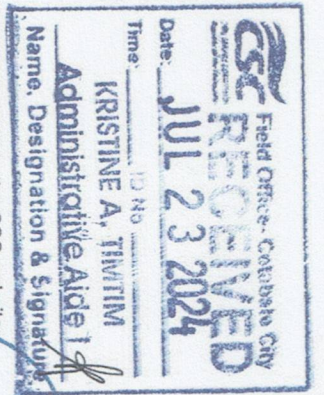


Republic of the Philippines
COTABATO STATE UNIVERSITY
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COTABATO STATE UNIVERSITY in the CSC website:

ANONNACIRIYA, ABDULGANI, JD
Associate Professor IV

Date: 24-Jul-24

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ATTORNEY IV	CCSPCB-ATT4-3-2023	23	80003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)	LEGAL UNIT
2	ACCOUNTANT III	CCSPCB-A3-1-1998	19	51357	Bachelors degree in Commerce /Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	ACCOUNTING UNIT
3	ADMINISTRATIVE OFFICER V (Budget Officer III)	CCSPCB-ADOF5-1-2004	18	46725	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	BUDGET UNIT
4	ACCOUNTANT II	CCSPCB-A2-16-2023	16	39672	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	ACCOUNTING UNIT

Approved for posting:

[Signature]
FATIMA D. KASAN, MIT
Director for OSAS

7-25-2024

5	BOARD SECRETARY I	CCSPCB-BS1-25-2023	14	33843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	OFFICE OF THE BOARD SECRETARY
6	GUIDANCE COUNSELOR III	CCSPCB-GUIDC3-1-1998	13	31320	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	GUIDANCE AND COUNSELING OFFICE
7	ACCOUNTANT I	CCSPCB-A1-34-2023	12	29165	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080(CPA)	ACCOUNTING UNIT
8	LEGAL ASSISTANT II	CCSPCB-LEA2-33-2023	12	29165	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	Career Service (Professional) 2nd Level Eligibility	LEGAL UNIT
9	INFORMATION OFFICER I	CCSPCB-INFO1-35-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) 2nd Level Eligibility	INFORMATION UNIT
10	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	CCSPCB-ADAS2-54-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) 1st Level Eligibility	HUMAN RESOURCE MANAGEMENT OFFICE

11	ADMINISTRATIVE ASSISTANT II (Budget Assistant)	CCSPCB-ADAS2-56-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) 1st Level Eligibility	BUDGET UNIT
12	ADMINISTRATIVE ASSISTANT I	CCSPCB-ADAS1-57-2023	7	18620	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) 1st Level Eligibility	OFFICE OF THE VICE PRESIDENT
13	ADMINISTRATIVE ASSISTANT I (Buyer I)	CCSPCB-ADAS1-58-2023	7	18620	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) 1st Level Eligibility	PROCUREMENT UNIT
14	ADMINISTRATIVE AIDE VI (Clerk III)	CCSPCB-ADDA6-69-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) 1st Level Eligibility	CASH UNIT
15	ADMINISTRATIVE AIDE VI (Clerk III)	CCSPCB-ADDA6-77-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) 1st Level Eligibility	BUDGET UNIT
16	ASSOCIATE PROFESSOR V	CCSPCB-APRO5-4-2017	23	80003	Relevant Masteral Degree	16 hours of relevant training	3 years of relevant experience	For SUC's -None required -RA 1080 (For courses requiring BAR or BOARD eligibility) For NON-SUC's (PBET/Teacher/RA1080)	Cotabato State University, Cotab City

17	ASSOCIATE PROFESSOR V	CCSPCB-APRO5-6-2017	23	80003	Relevant Masteral Degree	16 hours of relevant training	3 years of relevant experience	For SUC's -None required -RA 1080 (for courses requiring BAR or BOARD eligibility) For NON-SUC's	Cotabato State University, Cotab City
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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 August 5, 2024.

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 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:

PROF. SEMA G. DILNA, EdD
 University President
 Sinsuat Avenue, Rosary Heights IV Cotabato City
sp@cotsu.edu.ph / hrmocsu21@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.