



Republic of the Philippines  
**PAMPANGA STATE UNIVERSITY**  
Bacolor, Pampanga  
**NOTICE OF VACANCY**



|               |                                |
|---------------|--------------------------------|
| Office/Campus | Administrative Services Office |
| Unit          | Human Resource Management Unit |

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| <b>POSITION PROFILE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                 |
| Position: <b>Administrative Aide VI (Clerk III)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Salary Grade: <b>6</b><br>Monthly Salary: <b>Php 19,716.00</b>                                                                  |
| Item No.: <b>DHVCATB-ADA6-22-2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Employment Status: <b>Permanent</b>                                                                                             |
| <b>QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                 |
| Education:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)</b> |
| Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>None required</b>                                                                                                            |
| Training:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>None required</b>                                                                                                            |
| Eligibility:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Career Service (Subprofessional) / First Level Eligibility</b>                                                               |
| <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |
| <div>1. Generate and distribute employees' Daily Time Records (DTR) accurately and on schedule.</div> <div>2. Encode employee schedules, approved Official Business (OB) forms, and official memorandums into the Personnel Management, Attendance and Payroll System (PMAPS).</div> <div>3. Enroll biometrics IDs and register fingerprints in the biometrics system for newly hired personnel.</div> <div>4. File and safekeep CS Form 6 (Application for Leave) and approved employee work schedules in compliance with records management standards.</div> <div>5. Prepare monthly reports of service for Permanent and Temporary teaching personnel.</div> <div>6. Monitor and consolidate the monthly reports of service submitted by other campuses.</div> <div>7. Assist in processing and preparing applications for fidelity bonds.</div> <div>8. Assist in updating, issuing, and maintaining employee service records.</div> <div>9. Provide support in the preparation of budget proposals.</div> <div>10. Maintain strict confidentiality, security, and integrity in handling all office records, personnel documents, and sensitive data.</div> <div>11. Preserve cleanliness, safety, and operational orderliness within the unit.</div> <div>12. Perform other related tasks as may be assigned by the immediate supervisor.</div>                                                                                                                                                                                             |                                                                                                                                 |
| <b>REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                 |
| <p>Interested and qualified applicants are required to submit the following at the PampangaStateU Bacolor Campus, Cabambangan, Bacolor, Pampanga, or thru our official email address at <a href="mailto:recruitment@pampangastateu.edu.ph">recruitment@pampangastateu.edu.ph</a> :</p> <div>1. <b>Letter of Intent</b> addressed to the University President, indicating the position title and item code of the position being applied for;</div> <div>2. Fully accomplished <b>Personal Data Sheet (PDS)</b> with recent passport-sized picture (CS Form No. 212, Revised 2026), downloadable from <a href="https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet">https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet</a>;</div> <div>3. <b>Performance rating</b> in the last rating period;</div> <div>4. Photocopy of <b>certificate of eligibility/rating/license</b>;</div> <div>5. Photocopy of <b>certificate of trainings/seminars</b>;</div> <div>6. Photocopy of <b>outstanding accomplishments</b>;</div> <div>7. Photocopy of <b>Transcript of Records</b>;</div> <div>8. Photocopy of <b>Diploma</b>; and</div> <div>9. <b>Work Experience Sheet</b> (attachment to CS Form No. 212), downloadable from <a href="https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet">https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet</a> — for positions requiring relevant experience.</div> |                                                                                                                                 |
| Deadline of submission: <b>OCTOBER 1, 2026 (5:00 PM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                 |

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

