



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



Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Accountant II	Salary Grade: 16 Monthly Salary: Php 45,694.00
Item No.: DHVCATB-A2-13-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor’s degree in Commerce/Business Administration major in Accounting
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080 (Certified Public Accountant)
DUTIES AND RESPONSIBILITIES	
1. Prepare various financial reports of the campus, which may include: • Pre-Closing Trial Balances • Post-Closing Trial Balances • Statement of Financial Position • Statement of Financial Performance • Statement of Changes in Net Assets/Equity • Cash Flow Statement • Notes to Financial Statements; 2. Submit reports to the Main Campus for consolidation; 3. Prepare Liquidation Reports regarding the subsidy provided by the LGUs; 4. Review and liquidate Cash Advances of various officers and employees; 5. Establish, maintain, and update the ledgers of the campus; and 6. Perform other accounting support services that may be assigned from time to time.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience.	
Deadline of submission: JULY 26, 2026 (5:00 PM)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





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Bacolor, Pampanga
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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Officer IV (Budget Officer II)	Salary Grade: 15 Monthly Salary: Php 42,178.00
Item No.: DHVCATB-ADOF4-8-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor’s degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare and submit budget proposals to DBM/RDC; 2. Submit budget proposals to the House of Representatives and the Senate; 3. Prepare the Program of Receipts and Expenditures; 4. Check requests and verify availability of allotment; 5. Review and initial BURs along with supporting documents; 6. Prepare and monitor the Registry of Allotment, Obligation and Balances; 7. Prepare the Statement of Allotments, Obligations and Balances; 8. Prepare the Monthly Budget Utilization Rate; 9. Prepare and submit Financial Accountability Reports (FARs) 1, 1A, 1B, 2, 2A and 6 to DBM; 10. Prepare and submit Budget Execution Documents (BEDs) 1 and 3 to DBM; 11. Prepare allotment adjustments using APSA and MAF; 12. Prepare the Statement of Comparison of Budget and Actual Amounts; 13. Prepare and monitor the detailed Analysis of Obligations; 14. Prepare the CMO 20, series of 2011 compliance report and other related reports as required by guidelines; 15. Monitor ledgers of Self-Liquidating Units (Graduate School, School of Law, Special Classes, and NSTP); and 16. Perform other related tasks as may be assigned by the immediate supervisor.	
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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Officer IV (Human Resource Management Officer II)	Salary Grade: 15 Monthly Salary: Php 42,178.00
Item No.: DHVCATB-ADOF4-9-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Coordinate with different offices at the main campus pertaining to administrative related matters; 2. Monitor the adherence of all personnel on existing university policies, rules and regulations; 3. Maintain and secure an updated profile (201 file) of all campus personnel; 4. Conduct/facilitate recruitment, selection and placement for teaching and non-teaching applicants; 5. Create and implement a system in maintaining and securing all the documents submitted by applicants seeking employment in the campus; 6. Initiate and implement on-boarding program for newly-hired personnel, conduct regular orientation for newly-promoted faculty and non-teaching personnel; 7. Monitor the attendance and punctuality of personnel; 8. Assist in the evaluation of the performance of non- teaching personnel; 9. Assist in the preparation and submission of various reports related to accreditation, ISA, ISO and others; and 10. Perform other related tasks that may be assigned by the Campus Director and immediate supervisor.	
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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Officer III (Cashier II)	Salary Grade: 14 Monthly Salary: Php 38,764.00
Item No.: DHVCATB-ADOF3-4-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare daily collection of the university; 2. Prepare deposit slips for the daily collection of the university; 3. Prepare monthly accountability reports for official receipts and checks; 4. Prepare monthly collection reports; 5. Review cash receipt records of all funds; 6. Check daily online collection report from e-payment portal; 7. Transact business at the bank, including: - Request snapshot for monthly transactions - Request Bank Certification of Unutilized Funds (EMDS) - Update university bank records (all accounts) - Raise other bank concerns pertaining to university personnel; and 8. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Officer III (Records Management Analyst II)	Salary Grade: 14 Monthly Salary: Php 38,764.00
Item No.: DHVCATB-ADOF3-5-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Devise and effectively implement plans, policies, and procedures relative to the creation, maintenance and use, disposal administration and archive management of all records throughout the campus; 2. Evaluate existing policies and identify areas needing improvement in support of the university's records management policies; 3. Receive and release all official correspondences and administrative issuances, assist in tracking communications, and/or follow up actions or applications and requests from clients, and check completeness of enclosures or attachments; 4. Control and safeguard vital and permanent records of the university to provide continued reference and information necessary for management decision-making, and keep records of enduring value; 5. Submit plans, performance targets, accomplishment reports and obtain customer satisfaction feedback; 6. Coordinate with the MIS office and other concerned offices regarding the establishment and maintenance of an e-records management system for the campus; 7. Attend seminars, trainings, workshops, meetings and participate in other related job functions that are necessary for the improvement of the university's records management system; 8. Conduct seminars, trainings, workshops, meeting/consultation in relation to records management; 9. Act as the facilitator during meetings in consultation with higher authorities concerning records management and control; and 10. Perform other related tasks as may be assigned by the immediate supervisor.	
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Unit	-

POSITION PROFILE	
Position: Administrative Officer I (Supply Officer I)	Salary Grade: 10 Monthly Salary: Php 26,917.00
Item No.: DHVCATB-ADOF1-11-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Ensure office compliance in the preparation, processing, submission, monitoring, safekeeping, and archiving of the following documents: • Annual Procurement Plan (APP)APP for Common Use Supplies and Equipment (APP-CSE) • APP for Non-Common Use Supplies and Equipment • Project Procurement Management Plan (PPMP) • Purchase Request (PR) • Job Order (JO) • Purchase Order (PO) • Request for Quotation (RFQ) • Delivery Receipt/Sales Receipt acceptance and validation • Inspection and Acceptance Report (IAR) • Acknowledgement Receipt for Donations Received (ARDR) • Responsibility Code Center (RCC) of Buildings • Report for the Turnover of the Newly Constructed Buildings, Other Structures, and PPEs, acceptance and validation • Acceptance and issuance of turnover of keys to the Accountable Officer • Supplier Evaluation Report • Warehousing and safekeeping of unissued inventory • Property Card (PC) • Semi-Expendable Property Card (SPC) • Stock Card (SC) • Property Sticker (PS) • Processing of Requisition and Issue Slip (RIS) • Inventory Custodian Slip (ICS) • Report of Semi-Expendable Property Issued (RSPI) • Property Acknowledgement Receipt (PAR) • Report of Supplies and Materials Issued (RSMI) • Property Transfer Report (PTR) • Inventory Transfer Report (ITR) • Registry of Semi-Expendable Property Issued (RegSPI) • Receipt of Semi-Expendable Property (RRSP) • Monitoring of received requests for repair and maintenance • Monitoring of received requests for betterments, addition, and rearrangements • Monthly report on the repaired/maintained property per category • Transmittal/retrieval and coordination with the supplier of the property for repair/repaired • Follow-up of the status of repaired/maintained property • Releasing of the repaired/maintained property • Acceptance and safekeeping of received unserviceable property	



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Bacolor, Pampanga
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- Verification and preparation of summary report of the received Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)
 - Verification and preparation of the summary of the received Inventory and Inspection Report of Unserviceable Property (IIRUP)
 - Waste Material Report (WMR)
 - Report on the Physical Count of Semi-Expendable Property (RPCSP)
 - Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
 - Report on the Physical Count of Inventories
 - Verification of Annex A (Inventory Count Form)
 - Annex B (List of PPEs Found at Station)
 - Annex C (List of Non-Existing/Missing PPEs)
 - Verification of received Report of Lost, Stolen, Damaged, or Destroyed Semi-Expendable Property (RLSDDSP)
 - Verification of received Report of Lost, Stolen, Damaged, or Destroyed Property (RLSDDP)
 - Filing of received Report of Accountability for Accountable Forms (RAAF)
 - Property Sticker (Inventory Physical Count)
 - Property Inventory Form (PIF) for Insurance (Building with content and Motor Vehicles)
 - LTO registration and emission testing;
2. Coordinate closely with the Director of the Property and Supply Management Office (PSMO), the Inventory Committee, and the Disposal Committee; and
 3. Perform other relevant tasks as may be assigned by the immediate supervisor.

REQUIREMENTS

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3. **Performance rating** in the last rating period;
4. Photocopy of **certificate of eligibility/rating/license**;
5. Photocopy of **certificate of trainings/seminars**;
6. Photocopy of **outstanding accomplishments**;
7. Photocopy of **Transcript of Records**;
8. Photocopy of **Diploma**; and
9. **Work Experience Sheet** (attachment to CS Form No. 212), downloadable from <https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet> — for positions requiring relevant experience.

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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Officer I (Records Officer I)	Salary Grade: 10 Monthly Salary: Php 26,917.00
Item No.: DHVCATB-ADOF1-12-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Create and maintain databases to ensure quick retrieval of information; 2. Develop policies for records distribution and storage; 3. Audit the information that is created and stored within the university; 4. Analyze the university's information needs and develop procedures to ensure these requirements are met; 5. Refer to policy and legislative requirements to determine the appropriate retention period for university records; 6. Potentially oversee the transition from paper-based to electronic management systems; 7. Provide necessary support to ensure the accountability, transparency and regulatory requirements of the university are met; and 8. Perform other related tasks as may be assigned by the immediate supervisor.	
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Office/Campus	City of San Fernando Campus
Unit	-

POSITION PROFILE	
Position: Administrative Assistant II (Disbursing Officer II)	Salary Grade: 8 Monthly Salary: Php 22,423.00
Item No.: DHVCATB-ADAS2-6-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare checks/LDDAP-ADA; 2. Prepare Financial Data Entry System (FINDES); 3. Disburse cash for scholarships, training allowances, and incentives for students; 4. Release checks for goods and services incurred by the university; 5. Prepare various financial and administrative reports as required; 6. Submit remittances to other government agencies; and 7. Perform other related tasks as may be assigned by the immediate supervisor.	
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Unit	-

POSITION PROFILE	
Position: Administrative Assistant II (Property Custodian)	Salary Grade: 8 Monthly Salary: Php 22,423.00
Item No.: DHVCATB-ADAS2-7-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Submit Annex A (Inventory Count Form) with images/pictures to the Inventory Committee; 2. Verify and acknowledge Annex B (List of PPEs Found at Station) and Annex C (List of Non-Existing/Missing PPEs); 3. Submit Report of Lost, Stolen, Damaged, or Destroyed Semi-Expendable Property (RLSDDSP); 4. File and safekeep received Inventory Custodian Slips (ICS) and Property Acknowledgement Receipts (PAR); 5. Ensure posting of Property Stickers (PS) on all Property, Plant, and Equipment (PPE) and Semi-Expendable (SE) Property; 6. Prepare Requisition and Issue Slip (RIS); 7. Monitor and safeguard Supplies and Materials, PPE, and SE Property; 8. Submit Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IRUSP) and receive Inventory and Inspection Report of Unserviceable Property (IRUP); 9. Request for Repair and Maintenance of property; and 10. Perform other tasks as may be assigned by the immediate supervisor.	
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Office/Campus	Floridablanca Campus
Unit	-

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-7-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare, process, and distribute official correspondence, reports, memoranda, minutes of meetings, certifications, transmittal letters, endorsements, and other administrative documents. 2. Maintain and manage filing systems, records, databases, logbooks, and monitoring systems to ensure the proper recording, safekeeping, confidentiality, and retrieval of official documents and transactions. 3. Prepare, verify, and monitor administrative and financial documents, requests, applications, and other office transactions, ensuring the completeness of documentary requirements and compliance with applicable government rules and regulations. 4. Coordinate with University offices, government agencies, and external stakeholders on official communications and routine administrative concerns, and provide accurate information and assistance to clients and other stakeholders. 5. Schedule meetings, conferences, and other official activities, prepare meeting notices and related materials, record minutes when assigned, and assist in organizing University programs, seminars, trainings, and institutional events. 6. Prepare and consolidate accomplishment reports, administrative reports, and other documentary requirements, and perform data encoding, validation, and electronic records management using approved information systems. 7. Monitor office supplies, equipment, and accountable property by maintaining inventory records, preparing requests for replenishment, repair, maintenance, or replacement, and operating standard office equipment. 8. Ensure compliance with records management, data privacy, quality management, internal control procedures, and other applicable University policies and government regulations while maintaining the confidentiality of official records and sensitive information; and 9. Perform other related tasks as may be assigned by the immediate supervisor.	
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- 8. Photocopy of **Diploma**; and
- 9. **Work Experience Sheet** (attachment to CS Form No. 212), downloadable from <https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet> — for positions requiring relevant experience.

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Office/Campus	Floridablanca Campus
Unit	-

POSITION PROFILE	
Position: Administrative Aide IV (Clerk II)	Salary Grade: 4 Monthly Salary: Php 17,506.00
Item No.: DHVCATB-ADA4-3-2026	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Receive, prepare, process, proofread, reproduce, route, and distribute official documents, correspondence, reports, forms, and other office communications; 2. Maintain office records, filing systems, databases, logbooks, and monitoring systems, and ensure the proper safekeeping, updating, retrieval, and disposal of records in accordance with applicable policies; 3. Receive, verify, process, and monitor routine administrative documents, requests, applications, and other office transactions, and provide timely updates to concerned parties; 4. Provide frontline administrative support by responding to inquiries, assisting clients, and coordinating with internal offices and external agencies on routine administrative matters; 5. Assist in scheduling meetings and official activities, prepare meeting materials, record minutes when assigned, and support the conduct of university events, seminars, trainings, workshops, and ceremonies; 6. Perform data encoding, validation, and updating using approved information systems, assist in preparing reports, and provide support for procurement, budgeting, accounting, human resource, property, and other administrative functions, as applicable; 7. Maintain the confidentiality of official records and sensitive information and ensure compliance with university policies and other applicable government rules and regulations; and 8. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience.	
Deadline of submission: JULY 26, 2026 (5:00 PM)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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



Office/Campus	Administrative Services Office
Unit	Human Resource Management Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-17-2010	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Receive, record, and process personnel documents and other Human Resource Management (HRM) transactions in accordance with existing Civil Service Commission (CSC) rules and university policies; 2. Maintain, update, file, and retrieve personnel records, including 201 Personnel Files, ensuring completeness, accuracy, and confidentiality; 3. Assist in the preparation and processing of appointments, leave applications, service records, certifications, and other personnel actions; 4. Encode, update, and maintain personnel information in HR databases, monitoring logs, and other records management systems; 5. Monitor the status of HR transactions and ensure the timely submission of documentary requirements to concerned offices; 6. Prepare, consolidate, and maintain HR reports, statistical data, and supporting documents as required by management and regulatory agencies; 7. Provide administrative and clerical support in recruitment, selection and placement, performance management, learning and development, and other HRM activities; and 8. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience. Deadline of submission: JULY 26, 2026 (5:00 PM)	

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



Office/Campus	Administrative Services Office
Unit	Human Resource Management Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-18-2010	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Receive, record, and process personnel documents and other Human Resource Management (HRM) transactions in accordance with existing Civil Service Commission (CSC) rules and university policies; 2. Maintain, update, file, and retrieve personnel records, including 201 Personnel Files, ensuring completeness, accuracy, and confidentiality; 3. Assist in the preparation and processing of appointments, leave applications, service records, certifications, and other personnel actions; 4. Encode, update, and maintain personnel information in HR databases, monitoring logs, and other records management systems; 5. Monitor the status of HR transactions and ensure the timely submission of documentary requirements to concerned offices; 6. Prepare, consolidate, and maintain HR reports, statistical data, and supporting documents as required by management and regulatory agencies; 7. Provide administrative and clerical support in recruitment, selection and placement, performance management, learning and development, and other HRM activities; and 8. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience.	
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Republic of the Philippines
PAMPANGA STATE UNIVERSITY
Bacolor, Pampanga
NOTICE OF VACANCY



Office/Campus	Administrative Services Office
Unit	Human Resource Management Unit

POSITION PROFILE	
Position: Administrative Aide III (Audio-Visual Equipment Operator I)	Salary Grade: 3 Monthly Salary: Php 16,486.00
Item No.: DHVCATB-ADA3-14-2011	Employment Status: Permanent
QUALIFICATIONS	
Education:	High School Graduate (prior to 2016) OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of Relevant Vocational/Trade Course
Experience:	None required
Training:	None required
Eligibility:	Audio-Visual Equipment Operator/Technician (MC 10 s. 2013 – Cat. II)
DUTIES AND RESPONSIBILITIES	
1. Operate audio-visual equipment during official meetings, trainings, seminars, and other office activities; 2. Set up and dismantle audio-visual equipment before and after official programs and activities; 3. Ensure the proper handling, safekeeping, and cleanliness of assigned audio-visual equipment and accessories; 4. Perform basic inspection and routine maintenance of audio-visual equipment to ensure serviceability; 5. Provide technical assistance in the operation of audio-visual equipment during official functions; 6. Maintain a record of the use and condition of assigned audio-visual equipment; and 7. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience.	
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Republic of the Philippines
PAMPANGA STATE UNIVERSITY
Bacolor, Pampanga
NOTICE OF VACANCY



Office/Campus	Finance Management Services Office
Unit	Accounting Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-43-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare the following reports: a. Report on Salaries and Allowances of Principal Officers and Members of the Governing Board b. Financial Accountability Report (FAR-2A) – Actual Disbursements c. Financial Accountability Report (FAR-1A) – Actual Disbursements d. Posting and Comparison of Official Receipts (ORs) and Actual Disbursements e. Posting and Comparison of Budget Utilization Requests (BURs) and Actual Disbursements f. Subsidy, Financial Assistance Status, Liquidation, and Check Reports for the Apalit, Candaba, Lubao, Mexico, Porac, Sto. Tomas Campuses g. Billing, Refund, and Liquidation of Private Scholars h. Update all Property, Plant, and Equipment Ledger Cards for Fund 05; and 2. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience. Deadline of submission: JULY 26, 2026 (5:00 PM)	

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



Office/Campus	Finance Management Services Office
Unit	Budget Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-47-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare Budget Utilization Requests (BURs) for Fund 05 – Internally Generated Funds (IGF); 2. Verify the completeness of supporting documents before obligating Funds 01, 05, 06, and 07; 3. Assist in monitoring office deadlines, submissions, and compliance requirements; 4. Assist in the preparation and processing of Budget Utilization Requests (BURs) for Fund 07 – Trust Receipts (TR); 5. Coordinate with the Budget Unit, Accounting Unit, Cash Unit, and other university offices regarding financial matters; 6. Draft and prepare request letters, office memoranda, recommendations, and other official communications; 7. Handle incoming telephone calls, emails, and other official communications of the office; 8. Track the status of documents and ensure their timely routing and release; 9. Monitor budget expenditures and obligations and maintain updated budget records; and 10. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience. Deadline of submission: JULY, 2026 (5:00 PM)	

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



Office/Campus	Finance Management Services Office
Unit	Cash Unit

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-44-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Receive and process payments for tuition fees, or other payment transactions; 2. Prepare daily cash collections, summaries, and deposit reports; 3. Balance cash receipts against issued receipts and resolve discrepancies; 4. Assist in preparing financial and accounting reports; 5. Maintain and organize cashiering records, files, and supporting documents; 6. Provide courteous assistance to clients regarding payments, billing, and office procedures; 7. Handle inquiries and direct clients to the appropriate office when necessary; 8. Process and disburse payments for salaries, wages, allowances, incentives, suppliers, contractors, and other authorized claims; 9. Verifying the completeness, accuracy, and validity of supporting documents before releasing payments; 10. Prepare checks, cash disbursements, electronic fund transfers, or other approved payment methods; 11. Ensure all disbursements comply with applicable financial regulations, accounting standards, and organizational policies; 12. Maintain accurate records of all disbursement transactions; and 13. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience. Deadline of submission: JULY, 2026 (5:00 PM)	

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



Office/Campus	Candaba Campus
Unit	Office of the University Registrar

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 19,716.00
Item No.: DHVCATB-ADA6-14-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Training:	None required
Eligibility:	Career Service (Subprofessional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
1. Prepare individual student records; 2. Evaluate student records as to curricular level, scholastic standing, graduation, etc.; 3. Process and validate the enrolment of students through SMS; 4. Check and verify prepared TOR and certifications; 5. Reconstruct lost or missing records or files; 6. Inform the students of their course deficiency; 7. Prepare class list, list of candidates for graduation, statistical data for dropouts and transferees, etc.; 8. Assist in the enforcement of academic policies and regulations; 9. Manage accounts, controls, and maintains students' records; 10. Make follow-up requests for records of new students in the previous institution; 11. Maintain logbooks for recording of incoming requests for academic records and their releases; and 12. Secure the integrity and confidentiality of student's records.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience. Deadline of submission: JULY, 2026 (5:00 PM)	

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



Office/Campus	Finance Management Services Office
Unit	Accounting Unit

POSITION PROFILE	
Position: Accountant III	Salary Grade: 19 Monthly Salary: Php 59,153.00
Item No.: DHVCATB-A3-17-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor’s degree in Commerce/Business Administration major in Accounting
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080 (Certified Public Accountant)
DUTIES AND RESPONSIBILITIES	
1. Prepare, submit, and maintain the following financial statements, reports, and records: • Pre-Closing Trial Balances • Post-Closing Trial Balances • Statement of Financial Position • Statement of Financial Performance • Statement of Changes in Net Assets/Equity • Cash Flow Statement • Notes to Financial Statement • Statement of Management Responsibility; 2. Prepare Bank Reconciliation Statements; 3. Act as the alternate signatory if immediate supervisor is on leave of absence; and 4. Perform other related tasks as may be assigned by the immediate supervisor.	
REQUIREMENTS	
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 recruitment@pampangastateu.edu.ph : 1. Letter of Intent addressed to the University President, indicating the position title and item code of the position being applied for; 2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet; 3. Performance rating in the last rating period; 4. Photocopy of certificate of eligibility/rating/license; 5. Photocopy of certificate of trainings/seminars; 6. Photocopy of outstanding accomplishments; 7. Photocopy of Transcript of Records; 8. Photocopy of Diploma; and 9. Work Experience Sheet (attachment to CS Form No. 212), downloadable from https://csc.gov.ph/downloads/category/540-csc-form-212-revised-2025-personal-data-sheet — for positions requiring relevant experience.	
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