

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

Electronic copy to be submitted to the CSC. Form must be in MS Excel format.

Tarlac State University 924
Records and Archives Unit No.
By/Date JUL 15 2026 3:34

JUL 15 2026 3:25pm
Action Officer: SONNY G. CUADRO
Supervising Human Resource Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the TARLAC STATE UNIVERSITY

DR. MARIE PAZ H. ANGELES

HRMO
15 JUL 2026

Date:

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Officer II	TSUB-ADOF2-23-2023	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	•Demonstrate advanced precision in the preparation and application of payroll, deduction, and remittance procedures using various computer software programs and systems. •Possesses proficient knowledge in government rules and regulations in relation to compensation and other benefits, such as but not limited to CNA, PBB, SRI, PRAISE, Uniform and Clothing Allowance, and Medical Allowance. •Maintains the highest ethical standards in handling payroll, employee records, financial information, and confidential data. •Possesses advanced and comprehensive knowledge of processing and computation of withholding tax, and other government-mandated deductions & remittances (e.g., GSIS, PhilHealth, Pag-IBIG, BIR). •Has advanced knowledge in the preparation and checking of Faculty Special Order with adherence to the existing guidelines. •Demonstrate advanced knowledge in handling accountability issues with minimal or no additional guidance. •Knowledgeable on the University's information systems like PRISM, PMAPS, IAMS, Prooflist, and Web portals. •Responds professionally to employee inquiries regarding salaries, deductions, benefits, and remittances while maintaining confidentiality and professionalism.	Office of Administrative Services

By [Signature]

[Signature]

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than 28 JUL 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last two rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license, certificate of employment and trainings/seminars attended (if applicable); and
4. Hard copy or electronic copy of Awards, Plaque or Letter of Commendation for the last 10 years; Transcript of Records and Diploma.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

DR. JASPER JAY N. MENDOZA

University President

Romulo Blvd. Brgy. San Vicente, Tarlac City, Tarlac

(045) 606-8155 / hrdmo_rsp@tsu.edu.ph


BRIGIDO CORPUZ, TSU


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

 