

Republic of the Philippines  
ABRA STATE INSTITUTE OF SCIENCES AND TECHNOLOGY  
Bangued Campus, Bangued, Abra

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 Abra State Institute of Sciences and Technology, in the CSC website:

**RECEIVED**  
Date: 6-15-23 Time: 3:29  
Docket/Control No. \_\_\_\_\_  
By: \_\_\_\_\_

DR. MARIA MARBEL B. MIGUEL  
Human Resource Management Office

Date: June 15, 2023

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	ADMINISTRATIVE OFFICER V	ASISTB-ADOF5-11-2023	18	46, 725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service (Professional) Second Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
2	ADMINISTRATIVE OFFICER III (Cashier II)	ASISTB-ADOF3-8-2023	14	33, 843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
3	ADMINISTRATIVE OFFICER IV (HRMO II)	ASISTB-ADOF4-10-2023	15	36, 619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
4	ADMINISTRATIVE OFFICER II (HRMO I)	ASISTB-ADOF2-7-2023	11	27, 000.00	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
5	ADMINISTRATIVE OFFICER III	ASISTB-ADOF3-9-2023	14	33, 843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
6	ADMINISTRATIVE ASSISTANT I (Buyer I)	ASISTB-ADAS1-3-2023	7	18, 620.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub-Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
7	ADMINISTRATIVE ASSISTANT II (Property Custodian)	ASISTB-ADAS2-4-2023	8	19, 744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub-Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
8	ACCOUNTANT II	ASISTB-A2-12-2023	16	39, 672.00	BS Accountancy/BSC-Accounting/BSBA-Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
9	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	ASISTB-ADAS3-6-2023	9	21, 129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub-Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
10	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	ASISTB-ADAS2-5-2023	8	19, 744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub-Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
11	ADMINISTRATIVE AIDE VI (Clerk III)	ASISTB-ADA6-1-2023	6	17, 553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub-Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus

12	ADMINISTRATIVE AIDE VI (Clerk III)	ASISTB-ADA6-2-2023	6	17, 553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Sub- Professional) First Level Eligibility	N/A	Abra State Institute of Sciences & Technology, Bangued Campus
----	---------------------------------------	--------------------	---	------------	--	------------------------------	----------------------------------	---	-----	---

Interested and qualified applicants regardless of gender, civil status, religion, disability, ethnicity or political affiliations should signify their interest in writing. The following documents must be attached to the application letter and sent to the address below not later than June 30, 2023.

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](http://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.
- Additional Requirements:
1. NBI Clearance
  2. Medical and Psychological Examination Result

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIA MARIBEL B. MIGUEL  
 Human Resource Management Officer  
ASIST BANGUED CAMPUS  
 Bangued, Abra  
[hrmo.asistbgd@gmail.com](mailto:hrmo.asistbgd@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Published by CSC Abra Field Office:

Date of Publication: 6 - 15 - 23