



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



Civil Service Commission
Electronic copy to be submitted to the CSC FO must be in
CSC FO - RCR format

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
DEC 06 2023

Date: DEC 06 2023
By: [Signature]

Name, Signature, Designation
RAMELDA B. BEGNALEN

Administrative Officer V Head, Human Resource Management Office
Date: 12/6/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Attorney IV	ASISTB-ATY4-24-2023	23	80,003.00	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	N/A	Legal U
2	Information Technology Officer I	ASISTB-ITO1-32-2023	19	51,357.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility	N/A	Information and Communication Technology Unit
3	Administrative Officer V	ASISTB-ADOF5-3-2004	18	46,725.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Budget Unit
4	Veterinarian I	ASISTB-VET1-1-1998	13	31,320.00	Doctor of Veterinary Medicine	None Required	None Required	RA 1080	N/A	General Administrative Support Services
5	Guidance Counselor III	ASISTB-GUID3-1-1998	13	31,320.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Auxiliary Services
6	Administrative Assistant II (HRM Assistant)	ASISTB-ADAS2-18-2014	8	19,744.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	N/A	Human Resource Management Unit
7	Administrative Assistant II (Disbursing Officer II)	ASISTB-ADAS2-17-2014	8	19,744.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	N/A	Cash Unit
8	Administrative Aide VI (Clerk III)	ASISTB-ADA6-1-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Human Resource Management Unit
9	Administrative Aide VI (Clerk III)	ASISTB-ADA6-2-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Supply & Property Management Unit
10	Administrative Aide VI (Clerk III)	ASISTB-ADA6-3-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Cash Unit
11	Administrative Aide VI (Clerk III)	ASISTB-ADA6-4-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Accounting Unit
12	Administrative Aide VI (Clerk III)	ASISTB-ADA6-5-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Support Staff- Office of the President
13	Administrative Aide VI (Clerk III)	ASISTB-ADA6-6-2007	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Quality Assurance Office

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14	Administrative Aide VI (Clerk III)	ASISTB-ADA6-11-2004	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility)	N/A	Budget Office
15	Instructor 1	ASISTB-INST1-41-2022	12	29,165.00	MA Mathematics Education	none required	none required	RA 1080	N/A	CTEHT Main 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 December 17, 2023. Applicants are further advised to indicate the position title and plantilla item number in their applications.

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.
- Additional Requirements:
1. NBI Clearance
 2. Medical and Psychological Examination Result

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

RAMELDA B. BEGNALEN
 Administrative Officer V /
 Human Resource Management Officer III
 ASIST Main Campus, Lagangilang, Abra
 0920-8233150

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED; APPLICATIONS SENT VIA EMAIL MUST STILL BE SENT IN HARD COPY OR PRINTED THROUGH EITHER COURIER OR PERSONALLY .

Published by CSC Abra Field Office:

Date of Publication: _____