

Republic of the Philippines  
**Tarlac State University**  
Request for Publication of Vacant Positions

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

Tarlac State University 168  
Records and Archives Unit No.  
By/Date **OCT 03 2024**  
1:54

**CSC RECEIVED**  
CSC FIELD OFFICE-TARLAC  
CIVIL SERVICE COMMISSION  
Republic of the Philippines  
REGIONAL OFFICE II

**OCT 03 2024**  
TIME  
ROXANNE B. ORTIZ

Action Officer:  
Designation: **Human Resource Specialist**

**MR. MARLON C. DELA CRUZ, RGC, CPHR**  
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Tarlac State University in the CSC website:

Date: **OCT 03 2024**

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	Instructor I	TSUB-INST1-12- 2024	12	30705	Master's degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (For courses requiring BAR or BOARD Eligibility)	<ul style="list-style-type: none"> <li>• Able to teach Water Resources and Civil Engineering subjects;</li> <li>• With strong foundation in the field of industry;</li> <li>• With advanced knowledge and skills in software processing;</li> <li>• Contributes to team goal setting, work planning, and progress;</li> <li>• Helps team make significant progress toward accomplishing work assignments; builds on ideas of others to foster cooperation;</li> <li>• Displays a professional appearance in front of other people;</li> <li>• Builds rapport with the students and others, is attentive, and listens to them</li> </ul>	College of Engineering

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

**OCT 15 2024**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture & Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating for the last two rating period (if applicable);
3. Authenticated copy of valid license, eligibility, rating, certificate of employment and trainings/seminars attended (if applicable);
4. Photocopy of Awards, Plaque or Letter of Commendation for the last 10 years; Transcript of Records and Diploma.

**Present original copy for authentication of documents**

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

DR. ARNOLD E. VELASCO  
President  
Tarlac State University  
hrdmo\_rsp@tsu.edu.ph

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

Persons with disability (PWD), members of Indigenous Communities, and those from any Sexual orientation and Gender Identities are encouraged to apply.