



CAGAYAN STATE UNIVERSITY  
Sanchez Mira Campus

# JOB OPENING

**Position**

**ADMINISTRATIVE ASSISTANT (HRMA)**

## Qualification Standards

Education: Completion of two years studies in College (Prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)

Experience: None required

Training: None Required

Eligibility: CS Subprof. (1st Level Eligibility)

## Requirements:

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 rating period if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

**Salary**

Php 21,448.00/ month

**Place of Assignment**

Cagayan State University

**Deadline of submission of Application:  
12 November 2025**



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## Duties and Responsibilities:

1. To assist in checking DTRs, Accomplishment Reports and attachments for payroll;
2. To assist in the consolidation of Monthly Reports to Central Office (Summary of Attendance and Schedule of Leave Credits)
3. To assist in the update of Leave Cards;
4. To assist in the preparation of Contract of Service;
5. To assist in the review of documents for appointments leaves, transfers, resignations, salary adjustments and other personnel transactions;
6. To perform other tasks as assigned by the Immediate Supervisor, CEO or President.

## Skills and Competencies required:

1. Responsible for finding, recruiting, screening and training job applicants.
2. Handles employee compensation, benefits, and terminations.
3. Computer literate

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:

**ARTHUR G. IBANEZ, Ph.D., ASEAN ENGR**  
**OIC, Office of the University President**  
**Central Administration, Andrews Campus, Caritan, Tuguegarao City**  
**[president@csu.edu.ph](mailto:president@csu.edu.ph)**

(NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. This notice of Job Hiring is open to all qualified applicants regardless of civil status, disability, religion, ethnicity, and political affiliation.)

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**12 November 2025**