



DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY
CENTRAL ADMINISTRATION
SAPILANG, BACNOTAN, LA UNION

NOTICE OF VACANCY

For the information of interested applicants, it is hereby announced that there are vacant positions available for filling at DMMMSU - Central Administration with the following qualification requirements:

POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Office of the President
ONE (1) ADMINISTRATIVE ASSISTANT III	Education: Completion of two-year studies in college Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS SubProfessional 1 st Level Eligibility	University Board Secretary
TWO (2) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	University Board Secretary and Office of VP Admin.

"Embracing World-Class Standards"

"Empowering Mercy-Driven Springers"



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
TWO (2) ADMINISTRATIVE OFFICER II	Education: Bachelor's degree relevant to the job Training: None required Experience: None required Eligibility: CS Professional 2nd Level of Eligibility	HRMO Unit
TWO (2) ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	HRMO Unit

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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Budget Unit
ONE (1) ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Budget Unit
ONE (1) ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	Education: Completion of two-year studies in college Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS SubProfessional 1st Level of Eligibility	Budget Unit
TWO (2) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	Budget Unit
TWO (2) ADMINISTRATIVE OFFICER II	Education: Bachelor's degree relevant to the job Training: None required Experience: None required Eligibility: CS Professional 2nd Level of Eligibility	Accounting Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V (CASHIER III)	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Cash Unit
ONE (1) ADMINISTRATIVE OFFICER III (CASHIER II)	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Cash Unit
TWO (2) ADMINISTRATIVE OFFICER I (CASHIER I)	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	Cash Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	Cash Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	General Services Unit
ONE (1) ADMINISTRATIVE OFFICER IV	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	General Services Unit
ONE (1) ADMINISTRATIVE OFFICER III	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	General Services Unit
ONE (1) ADMINISTRATIVE OFFICER I	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	General Services Unit
TWO (2) ADMINISTRATIVE ASSISTANT II	Education: Completion of two-year studies in college Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS SubProfessional 1st Level Eligibility	General Services Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	General Services Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V (INFORMATION OFFICER III)	Education: Bachelor's degree relevant to the job e.g. AB English Communication, AB Journalism, AB English, BSE Major in English Training: 8 Hours of relevant training Experience: Experience in writing various news genres, feature articles, social media contents Experience in social media relations and social media management Eligibility: CS Professional 2nd Level of Eligibility	Information Unit
ONE (1) ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II)	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: Experience in writing various news genres, feature articles, social media contents Experience in social media relations and social media management Eligibility: CS Professional 2nd Level of Eligibility	Information Unit
TWO (2) ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)	Education: Bachelor's degree relevant to the job Training: None Required Experience: Experience in writing various news genres, feature articles, social media contents Experience in social media relations and social media management Eligibility: CS Professional 2nd Level of Eligibility	Information Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	Information Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) INTERNAL AUDITOR III	Education: Bachelor's degree relevant to the job (Accounting, Public Administration, Criminology, Business Administration, and other related courses) Training: 8 Hours of training in Internal Auditing, Administrative Investigation, Accounting, and other related disciplines Experience: 2 Years of experience in Internal Auditing, Administrative Investigation, Accounting, and other related disciplines Eligibility: CS Professional 2nd Level of Eligibility, Board Passer on disciplines related to the above mentioned.	Internal Audit Unit
ONE (1) INTERNAL AUDITOR II	Education: Bachelor's degree relevant to the job (Accounting, Public Administration, Criminology, Business Administration, and other related courses) Training: 4 Hours of training in Internal Auditing, Administrative Investigation, Accounting, and other related disciplines Experience: 1 Year of experience in Internal Auditing, Administrative Investigation, Accounting, and other related disciplines Eligibility: CS Professional 2nd Level of Eligibility, Board Passer on disciplines related to the above mentioned.	Internal Audit Unit
TWO (2) INTERNAL AUDITOR I	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	Internal Audit Unit



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ONE (1) INFORMATION SYSTEMS ANALYST II	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	ICT Unit
TWO (2) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: CS SubProfessional 1st Level Eligibility	Internal Audit and ICT Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) LEGAL ASSISTANT III	<p>Education: BS Legal Management, AB Parelegal Studies, Law, Political Science or other allied courses</p> <p>Training: 8 Hrs. of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure</p> <p>Experience: 1 Yr. experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Legal Unit
TWO (2) LEGAL ASSISTANT II	<p>Education: BS Legal Management, AB Parelegal Studies, Law, Political Science or other allied courses</p> <p>Training: 4 Hrs. of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure</p> <p>Experience: None Required</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Legal Unit

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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) PLANNING OFFICER III	<p>Education: Bachelor's degree relevant to the job preferably Public Administration; Business Administration; Economics; Management or a related field.</p> <p>Training: 8 Hours of relevant training in Institutional Planning, Performance Management System, Strategic Planning or related areas</p> <p>Experience: 2 Years of relevant experience in Institutional Planning, Strategic Planning or related field</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Planning Unit
ONE (1) PLANNING OFFICER II	<p>Education: Bachelor's degree relevant to the job</p> <p>Training: 4 Hours of relevant training</p> <p>Experience: 1 Year of relevant experience</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Planning Unit
TWO (2) PLANNING OFFICER I	<p>Education: Bachelor's degree relevant to the job</p> <p>Training: None Required</p> <p>Experience: None Required</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Planning Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	<p>Education: Completion of two-year studies in college</p> <p>Training: None required</p> <p>Experience: None required</p> <p>Eligibility: CS SubProfessional 1st Level Eligibility</p>	Planning Unit



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ONE (1) ADMINISTRATIVE OFFICER V	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Procurement Unit
ONE (1) ADMINISTRATIVE OFFICER III	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Procurement Unit
ONE (1) ADMINISTRATIVE OFFICER I	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	Procurement Unit
ONE (1) ADMINISTRATIVE ASSISTANT I (BUYER I)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Procurement Unit
TWO (2) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Procurement Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) PROJECT DEVELOPMENT OFFICER III	<p>Education: Bachelor's degree relevant to the job (Civil Engineering, Urban Planning, Architecture, Project Management or a related field</p> <p>Training: 8 Hours of relevant training in Project Management , Urban Planning, Infrastructure Development and related areas.</p> <p>Experience: 2 Years of relevant experience in Project Development, Infrastructure Planning or a related field</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Project Development Unit
ONE (1) PROJECT DEVELOPMENT OFFICER II	<p>Education: Bachelor's degree relevant to the job</p> <p>Training: 4 Hours of relevant training</p> <p>Experience: 1 Year of relevant experience</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Project Development Unit
ONE (1) PROJECT DEVELOPMENT OFFICER I	<p>Education: bachelor's degree relevant to the job</p> <p>Training: None Required</p> <p>Experience: None Required</p> <p>Eligibility: CS Professional 2nd Level of Eligibility</p>	Project Development Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	<p>Education: Completion of two-year studies in college</p> <p>Training: None Required</p> <p>Experience: None Required</p> <p>Eligibility: CS SubProfessional 1st Level Eligibility</p>	Project Development Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V	<p>Education: Bachelor's degree relevant to the job (Public Administration, Political Science, Economics, Business Administration, Psychology, and other related courses)</p> <p>Training: 8 Hours of training preferably in fields including Quality Management System, ISO Standards, Risk Management, Client Feedback Mechanisms, and allied disciplines</p> <p>Experience: 2 Years of relevant experience, preferably in fields including Quality Management System, ISO Standards, Risk Management, Client Feedback Mechanisms, and allied disciplines</p> <p>Eligibility: CS Professional 2nd Level of Eligibility or Board Passer on disciplines related to the above mentioned</p>	Quality Assurance Unit
ONE (1) ADMINISTRATIVE OFFICER IV	<p>Education: Bachelor's degree relevant to the job (Public Administration, Political Science, Economics, Business Administration, Psychology, and other related</p> <p>Training: 4 Hours of training preferably in fields including Quality Management System, ISO Standards, Risk Management, Client Feedback Mechanisms, and allied disciplines</p> <p>Experience: 1 Year of relevant experience, preferably in fields including Quality Management System, ISO Standards, Risk Management, Client Feedback Mechanisms, and allied disciplines</p>	Quality Assurance Unit



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	Eligibility:	CS Professional 2nd Level of Eligibility or Board Passer on disciplines related to the above mentioned	
TWO (2) ADMINISTRATIVE OFFICER II	Education: Training: Experience: Eligibility:	Bachelor's degree relevant to the job None Required None Required CS Professional 2nd Level of Eligibility	Quality Assurance Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Training: Experience: Eligibility:	Completion of two-year studies in college None Required None Required CS SubProfessional 1st Level Eligibility	Quality Assurance Unit



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ONE (1) ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Records Unit
ONE (1) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Records Unit
TWO (2) ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	Records Unit
ONE (1) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Records Unit



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POSITIONS	QUALIFICATIONS	PLACE OF ASSIGNMENT
ONE (1) ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III)	Education: Bachelor's degree relevant to the job Training: 8 Hours of relevant training Experience: 2 Years of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Supply & Property Mgmt. Unit
ONE (1) ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	Education: Bachelor's degree relevant to the job Training: 4 Hours of relevant training Experience: 1 Year of relevant experience Eligibility: CS Professional 2nd Level of Eligibility	Supply & Property Mgmt. Unit
ONE (1) ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional 2nd Level of Eligibility	Supply & Property Mgmt. Unit
ONE (1) ADMINISTRATIVE ASSISTANT II (PROPERTY CUSTODIAN)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Supply & Property Mgmt. Unit
TWO (2) ADMINISTRATIVE AIDE VI (CLERK III)	Education: Completion of two-year studies in college Training: None Required Experience: None Required Eligibility: CS SubProfessional 1st Level Eligibility	Supply & Property Mgmt. Unit



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Interested and qualified applicants who meet the required minimum qualifications regardless of gender, disability, civil status, ethnicity, religion etc. may submit the following documentary requirements to:

DR. JAIME I. MANUEL, JR.

President

DMMMSU

or

ATTY. KRISTINE GAY B. BALANAG

Director, Administrative Services

OIC - University Human Resource

Management Officer

DOCUMENTARY REQUIREMENTS:

1. Application Letter
2. Fully accomplished CSC Form 212 Revised 2017 (Personal Data Sheet with recent ID picture)
3. Transcript of Records/Diploma
4. Certificate of Eligibility, if any
5. Certificate of Relevant Seminars/Trainings/Awards

Those who do not meet the aforementioned qualifications need not to apply.

DEADLINE OF SUBMISSION OF APPLICATION (5 sets): August 25, 2023

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