



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE:

LIZA F. SANTOS
HRMO

Date: 7-May-26

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	UNIVERSITY RESEARCHER V	ZCSPCB-UNIR5-4-2026	24	₱102,603.00	Master's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Publications: Regular research publications in Scopus or WoS-indexed journals. Intellectual Property: Holds patents, utility models, or copyrights for developed technologies. External Funding: Secures research grants from agencies (e.g., DOST, DA-BAR, CHED-GIA, international). Impact: Research applied through technology transfer, policy use, or commercialization.	RESEARCH AND PUBLICATION SERVICES
2	UNIVERSITY RESEARCHER IV	ZCSPCB-UNIR4-5-2026	22	₱81,796.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Public Benchmarking: At least 2–3 lead-authored publications in Scopus or WoS journals (last 5 years). Grant Acquisition: Secures external research funding beyond university sources. Technology Generation: Research outputs advanced to UM/patent or transferred to community/industry. Research Leadership: Leads projects/programs and manages research teams.	RESEARCH AND PUBLICATION SERVICES
3	UNIVERSITY RESEARCHER II	ZCSPCB-UNIR2-6-2026	18	₱53,818.00	Bachelor's Degree	8 hours of relevant training	2 years relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Autonomy: Designs and executes research with minimal supervision. Technical Writing: Prepares technical reports and journal manuscripts. Intellectual Property: Files patents or utility models with IPOPHL. Grant Writing: Secures funding from DOST, CHED, and other agencies.	RESEARCH AND PUBLICATION SERVICES
4	UNIVERSITY RESEARCH ASSOCIATE II	ZCSPCB-UNIRA2-7-2026	14	₱38,764.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Research Assistance: Supports research design, data collection, and analysis. Technical Writing: Prepares reports and assists in journal manuscripts (Scopus/WoS). Administrative Support: Coordinates research events and manages project documents.	RESEARCH AND PUBLICATION SERVICES
5	UNIVERSITY RESEARCH ASSOCIATE II	ZCSPCB-UNIRA2-8-2026	14	₱38,764.00	Bachelor's Degree	5 hours of relevant training	2 years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Research Assistance: Assists in research design, data collection, and analysis. Technical Writing: Prepares reports and supports journal manuscripts (Scopus/WoS). Administrative Support: Organizes research events and maintains project records.	RESEARCH AND PUBLICATION SERVICES
6	UNIVERSITY RESEARCH ASSOCIATE II	ZCSPCB-UNIRA2-9-2026	14	₱38,764.00	Bachelor's Degree	6 hours of relevant training	3 years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Research Assistance: Assists in design, data collection, and analysis. Technical Writing: Prepares reports and supports manuscripts (Scopus/WoS). Administrative Support: Coordinates events and manages project records.	RESEARCH AND PUBLICATION SERVICES
7	UNIVERSITY RESEARCH ASSOCIATE I	ZCSPCB-UNIRA1-10-2026	12	₱33,947.00	Bachelor's Degree	None Required	None Required	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	<ul style="list-style-type: none"> Assist in formulating research design. Conduct laboratory or field experiments. Gather and Analyze data using statistical software. Draft technical reports or manuscripts for publication. 	RESEARCH AND PUBLICATION SERVICES

8	UNIVERSITY RESEARCH ASSOCIATE I	ZCSPCB-UNIRA1-11-2026	12	₱33,947.00	Bachelor's Degree	None Required	None Required	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	<ul style="list-style-type: none"> Assist in formulating research design. Conduct laboratory or field experiments. Gather and Analyze data using statistical software. Draft technical reports or manuscripts for publication. 	RESEARCH AND PUBLICATION SERVICES
9	UNIVERSITY RESEARCH ASSOCIATE I	ZCSPCB-UNIRA1-12-2026	12	₱33,947.00	Bachelor's Degree	None Required	None Required	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	<ul style="list-style-type: none"> Assist in formulating research design. Conduct laboratory or field experiments. Gather and Analyze data using statistical software. Draft technical reports or manuscripts for publication. 	RESEARCH AND PUBLICATION SERVICES
10	ADMINISTRATIVE ASSISTANT V	ZCSPCB-ADAS5-17-2026	11	₱31,705.00	Completion of two (2) years of studies in college.	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional (First Level Eligibility)	<p>Lead Technical Responsibilities</p> <p>Repository Management: Oversees digital archiving of faculty research for SUC leveling, ISO, and AACUP.</p> <p>Journal Coordination: Liaises with authors, reviewers, and editorial board.</p> <p>Bibliometrics: Tracks citations, h-index, and indexed publications (Scopus/WoS).</p> <p>Publication Production: Manages formatting of journals, bulletins, and newsletters.</p> <p>Advanced Administrative Functions</p> <p>Policy Implementation: Assists in implementing the Research Manual.</p> <p>Budget Monitoring: Tracks publication funds (printing, software, reviewers).</p> <p>Quality Control: Ensures compliance with citation and formatting standards.</p>	RESEARCH AND PUBLICATION SERVICES

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than May 18, 2026

- 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;
- Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
- Hard copy or electronic copy of proof of eligibility/rating/license; and
- Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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:

 NELSON P. CABRAL, ED. D.

 University President

 RT. Lim Boulevard, Baliwasan, Zamboanga City

hrmu@zpps.edu.ph

 991-7714

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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LIZA F. SANTOS
HRMO

Date: 7-May-26

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Gr	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	ADMINISTRATIVE ASSISTANT III	ZCSPCB-ADAS3-1-2026	9	₱24,329.00	Completion of two (2) years of studies in college.	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (First Level Eligibility)	Publication Tracking: Manages submission flow and IRB processing. Database Management: Maintains research system (publications, citations, workload). Editorial Secretariat: Prepares minutes and coordinates with research units. Documentation & Archiving: Files terminal reports for audits and accreditation. Technical Formatting: Assists in layout and proofing of publications.	RESEARCH AND PUBLICATION SERVICES
2	ADMINISTRATIVE ASSISTANT III	ZCSPCB-ADAS3-2-2026	9	₱24,329.00	Completion of two (2) years of studies in college.	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (First Level Eligibility)	Publication Tracking: Manages submission flow and IRB processing. Database Management: Maintains research system (publications, citations, workload). Editorial Secretariat: Prepares minutes and coordinates with research units. Documentation & Archiving: Files terminal reports for audits and accreditation. Technical Formatting: Assists in layout and proofing of publications.	RESEARCH AND PUBLICATION SERVICES
3	ADMINISTRATIVE ASSISTANT II	ZCSPCB-ADAS2-18-2026	8	₱22,423.00	Completion of two (2) years of studies in college.	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (First Level Eligibility)	Technical Competencies Manuscript & Data Management: Tracks papers from submission to publication. Layout & Formatting: Uses MS Word; basic publishing tools (InDesign/Canva). Digital Archiving: Maintains repository for accreditation use. Prepares minutes and coordinates peer review. Functional Responsibilities Database Encoding: Updates research information system. Communication: Drafts endorsements, reviewer letters, and decisions. Procurement Support: Assists in software and printing needs.	RESEARCH AND PUBLICATION SERVICES
4	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-13-2026	6	₱19,716.00	Completion of two (2) years of studies in college.	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Technical Skills for Publications Manuscript Tracking: Monitors status from submission to publication. Digital Tools: Uses Microsoft Word for formatting and Adobe Acrobat for PDF management. Database Management: Maintains records of faculty publications, indexed papers, and citations. Specialized Duties Secretariat Support: Prepares agendas and minutes for research or editorial meetings. Journal Logistics: Assists in journal distribution and maintains reviewer directory. Procurement Support: Processes requests for research supplies, equipment, and printing. Archiving: Digitizes and files completed research reports.	RESEARCH AND PUBLICATION SERVICES

5	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-14-2026	6	P19,716.00	Completion of two (2) years of studies in college.	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Technical Skills for Publications Manuscript Tracking: Monitors status from submission to publication. Digital Tools: Uses Microsoft Word for formatting and Adobe Acrobat for PDF management. Database Management: Maintains records of faculty publications, indexed papers, and citations. Specialized Duties Secretariat Support: Prepares agendas and minutes for research or editorial meetings. Journal Logistics: Assists in journal distribution and maintains reviewer directory. Procurement Support: Processes requests for research supplies, equipment, and printing. Archiving: Digitizes and files completed research reports.	RESEARCH AND PUBLICATION SERVICES
6	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-15-2026	6	P19,716.00	Completion of two (2) years of studies in college.	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Technical Skills for Publications Manuscript Tracking: Monitors status from submission to publication. Digital Tools: Uses Microsoft Word for formatting and Adobe Acrobat for PDF management. Database Management: Maintains records of faculty publications, indexed papers, and citations. Specialized Duties Secretariat Support: Prepares agendas and minutes for research or editorial meetings. Journal Logistics: Assists in journal distribution and maintains reviewer directory. Procurement Support: Processes requests for research supplies, equipment, and printing. Archiving: Digitizes and files completed research reports.	RESEARCH AND PUBLICATION SERVICES
7	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-16-2026	6	P19,716.00	Completion of two (2) years of studies in college.	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Technical Skills for Publications Manuscript Tracking: Monitors status from submission to publication. Digital Tools: Uses Microsoft Word for formatting and Adobe Acrobat for PDF management. Database Management: Maintains records of faculty publications, indexed papers, and citations. Specialized Duties Secretariat Support: Prepares agendas and minutes for research or editorial meetings. Journal Logistics: Assists in journal distribution and maintains reviewer directory. Procurement Support: Processes requests for research supplies, equipment, and printing. Archiving: Digitizes and files completed research reports.	RESEARCH AND PUBLICATION SERVICES
8	ADMINISTRATIVE AIDE IV	ZCSPCB-ADA4-3-2026	4	P17,506.00	Completion of two (2) years of studies in college.	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Key Responsibilities Document Routing: Tracks movement of manuscripts, ethics forms, and proposals (physical and digital). Publication Logistics: Assists in printing and distribution of university journals. Data Management: Updates database of faculty profiles, research projects, and terminal reports. Secretariat Support: Assists in preparing materials for meetings, workshops, and colloquiums. Office Maintenance: Manages inventory of publication-related supplies. Preferred Skills for Research Support Word Processing (Microsoft Word) Basic: Types and applies simple formatting (margins, headers, footers). Intermediate: Formats academic documents with accuracy and consistency. File Organization Basic – Maintains orderly filing systems. Intermediate – Retrieves records quickly for audit or accreditation. Digital Literacy (Email, Spreadsheets) Basic – Uses email and encodes data in Microsoft Excel / Google Sheets. Intermediate – Manages and updates data efficiently.	RESEARCH AND PUBLICATION SERVICES

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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
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This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	UNIVERSITY EXTENSION SPECIALIST V	ZCSPCB-UEXSP5-5-2026	24	₱102,603.00	Master's Degree in a relevant field of specialization.	24 hours of training in management and supervision.	Four (4) years in position/s involving management and supervision	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Program Leadership: Designs, implements, and monitors complex outreach and technology transfer programs. Resource Generation: Secures external funding from government, NGOs, and international partners. Technical Writing & Publication: Leads authorship/editing of manuals, policy papers, and impact reports. Partnership Development: Builds and sustains linkages with LGUs, NGOs, and private sector. Coaching & Commercialization: Mentors staff and leads large-scale technology transfer and adoption.	EXTENSION SERVICES
2	UNIVERSITY EXTENSION SPECIALIST IV	ZCSPCB-UEXSP4-6-2026	22	₱81,796.00	Bachelor's Degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Program Management: Manages full lifecycle of extension programs (development, implementation, evaluation). Research & Dissemination: Conducts research, publication, and technology transfer. Resource & Grants Management: Secures and manages logistical and financial support. Educational Materials Development: Designs, produces, and disseminates quality learning resources.	EXTENSION SERVICES
3	UNIVERSITY EXTENSION SPECIALIST III	ZCSPCB-UEXSP3-7-2026	20	₱66,052.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Monitoring & Evaluation (M&E): Designs frameworks to assess program effectiveness. Data Collection & Analysis: Uses quantitative and qualitative methods (surveys, interviews, observation). Impact Assessment: Conducts studies to measure long-term program outcomes. Reporting & Presentation: Prepares M&E reports for stakeholders. Strategic Analysis: Uses data to recommend program improvements.	EXTENSION SERVICES
4	UNIVERSITY EXTENSION SPECIALIST III	ZCSPCB-UEXSP3-8-2026	20	₱66,052.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Monitoring & Evaluation (M&E): Designs frameworks to assess program effectiveness. Data Collection & Analysis: Uses quantitative and qualitative methods (surveys, interviews, observation). Impact Assessment: Conducts studies to measure long-term program outcomes. Reporting & Presentation: Prepares M&E reports for stakeholders. Strategic Analysis: Uses data to recommend program improvements.	EXTENSION SERVICES
5	UNIVERSITY EXTENSION SPECIALIST III	ZCSPCB-UEXSP3-9-2026	20	₱66,052.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Monitoring & Evaluation (M&E): Designs frameworks to assess program effectiveness. Data Collection & Analysis: Uses quantitative and qualitative methods (surveys, interviews, observation). Impact Assessment: Conducts studies to measure long-term program outcomes. Reporting & Presentation: Prepares M&E reports for stakeholders. Strategic Analysis: Uses data to recommend program improvements.	EXTENSION SERVICES

6	UNIVERSITY EXTENSION SPECIALIST II	ZCSPCB-UEXSP2-10-2026	18	P53,818.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Program Leadership: Designs, implements, and monitors complex outreach and technology transfer programs. Resource Mobilization: Secures funding from government agencies (e.g., DOST, DA, DSWD) and international partners. Technical Writing & Publication: Leads authorship/editing of manuals, policy papers, and impact reports. Partnership Development: Builds and sustains linkages with LGUs, NGOs, and private sector. Coaching & Commercialization: Mentors staff and supports large-scale technology transfer and adoption.	EXTENSION SERVICES
7	UNIVERSITY EXTENSION SPECIALIST II	ZCSPCB-UEXSP2-11-2026	18	P53,818.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Program Leadership: Designs, implements, and monitors complex outreach and technology transfer programs. Resource Mobilization: Secures funding from government agencies (e.g., DOST, DA, DSWD) and international partners. Technical Writing & Publication: Leads authorship/editing of manuals, policy papers, and impact reports. Partnership Development: Builds and sustains linkages with LGUs, NGOs, and private sector. Coaching & Commercialization: Mentors staff and supports large-scale technology transfer and adoption.	EXTENSION SERVICES
8	UNIVERSITY EXTENSION SPECIALIST II	ZCSPCB-UEXSP2-12-2026	18	P53,818.00	Bachelor's Degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Program Leadership: Designs, implements, and monitors complex outreach and technology transfer programs. Resource Mobilization: Secures funding from government agencies (e.g., DOST, DA, DSWD) and international partners. Technical Writing & Publication: Leads authorship/editing of manuals, policy papers, and impact reports. Partnership Development: Builds and sustains linkages with LGUs, NGOs, and private sector. Coaching & Commercialization: Mentors staff and supports large-scale technology transfer and adoption.	EXTENSION SERVICES
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10	UNIVERSITY EXTENSION SPECIALIST I	ZCSPCB-UEXSP1-14-2026	16	P45,694.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Training Coordination: Manages logistics (venue, materials, registration). Facilitation Skills: Engages participants and supports learning delivery. Resource Management: Oversees efficient use of training resources, equipment, and budget. Instructional Support: Assists in delivering training modules. Training Evaluation: Collects feedback and prepares effectiveness reports.	EXTENSION SERVICES
11	UNIVERSITY EXTENSION SPECIALIST I	ZCSPCB-UEXSP1-15-2026	16	P45,694.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	CS Professional (Second Level Eligibility) RA 1080 (For courses requiring BAR or Board Eligibility)	Training Coordination: Manages logistics (venue, materials, registration). Facilitation Skills: Engages participants and supports learning delivery. Resource Management: Oversees efficient use of training resources, equipment, and budget. Instructional Support: Assists in delivering training modules. Training Evaluation: Collects feedback and prepares effectiveness reports.	EXTENSION SERVICES

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					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
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3	UNIVERSITY EXTENSION ASSOCIATE I	ZCSPCB-UEXA1-18-2026	12	P33,947.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)	Student Engagement & Volunteerism: Assists in planning activities and promoting civic involvement. Administrative Support: Manages records, data entry, and report preparation for extension services. Media & Communications: Prepares press releases and coordinates media coverage. IT & Communication Support: Manages emails, basic troubleshooting, and online resources.	EXTENSION SERVICES

4	UNIVERSITY EXTENSION ASSOCIATE I	ZCSPCB-UEXA1-19-2026	12	P33,947.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)	<p>Student Engagement & Volunteerism: Assists in planning activities and promoting civic involvement.</p> <p>Administrative Support: Manages records, data entry, and report preparation for extension services.</p> <p>Media & Communications: Prepares press releases and coordinates media coverage.</p> <p>IT & Communication Support: Manages emails, basic troubleshooting, and online resources.</p>	EXTENSION SERVICES
5	UNIVERSITY EXTENSION ASSOCIATE I	ZCSPCB-UEXA1-20-2026	12	P33,947.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)	<p>Student Engagement & Volunteerism: Assists in planning activities and promoting civic involvement.</p> <p>Administrative Support: Manages records, data entry, and report preparation for extension services.</p> <p>Media & Communications: Prepares press releases and coordinates media coverage.</p> <p>IT & Communication Support: Manages emails, basic troubleshooting, and online resources.</p>	EXTENSION SERVICES
6	UNIVERSITY EXTENSION ASSOCIATE I	ZCSPCB-UEXA1-21-2026	12	P33,947.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)	<p>Student Engagement & Volunteerism: Assists in planning activities and promoting civic involvement.</p> <p>Administrative Support: Manages records, data entry, and report preparation for extension services.</p> <p>Media & Communications: Prepares press releases and coordinates media coverage.</p> <p>IT & Communication Support: Manages emails, basic troubleshooting, and online resources.</p>	EXTENSION SERVICES
7	ADMINISTRATIVE ASSISTANT III	ZCSPCB-ADAS3-3-2026	9	P24,329.00	Completion of Two-Year studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Professional (First Level Eligibility)	<p>Executive Administrative Support: Provides senior-level clerical and secretarial services.</p> <p>Confidential Records Management: Handles sensitive information and communications with discretion.</p> <p>Data Analysis & Review: Collects, reviews, and analyzes complex data.</p> <p>Report & Document Preparation: Prepares reports, charts, presentations, and budget materials.</p> <p>Office & Logistics Management: Manages schedules, meetings, travel, and event coordination.</p>	EXTENSION SERVICES
8	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-17-2026	6	P19,716.00	Completion of Two-Year studies in College	None Required	None Required	CS Sub-Professional (First Level Eligibility)	<p>Clerical Support: Performs routine technical and administrative tasks.</p> <p>Document Management: Receives, records, sorts, indexes, and files communications.</p> <p>Office Communication: Drafts routine emails, memos, and letters.</p> <p>Administrative Assistance: Supports meetings, trainings, and events (logistics and coordination).</p> <p>Supplies & Equipment Management: Monitors inventory and processes requests.</p> <p>Data Management: Encodes data and assists in report preparation using office software.</p>	EXTENSION SERVICES

9	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-18-2026	6	P19,716.00	Completion of Two-Year studies in College	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Clerical Support: Performs routine technical and administrative tasks. Document Management: Receives, records, sorts, indexes, and files communications. Office Communication: Drafts routine emails, memos, and letters. Administrative Assistance: Supports meetings, trainings, and events (logistics and coordination). Supplies & Equipment Management: Monitors inventory and processes requests. Data Management: Encodes data and assists in report preparation using office software.	EXTENSION SERVICES
10	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-19-2026	6	P19,716.00	Completion of Two-Year studies in College	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Clerical Support: Performs routine technical and administrative tasks. Document Management: Receives, records, sorts, indexes, and files communications. Office Communication: Drafts routine emails, memos, and letters. Administrative Assistance: Supports meetings, trainings, and events (logistics and coordination). Supplies & Equipment Management: Monitors inventory and processes requests.	EXTENSION SERVICES
11	ADMINISTRATIVE AIDE IV	ZCSPCB-ADA4-4-2026	4	P17,506.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Records Handling: Receives, records, endorses, and files communications. Clerical Support: Performs routine tasks (typing, encoding, document reproduction). Document Control: Organizes, scans, and maintains physical and digital records. Frontline Service: Handles calls and assists walk-in inquiries. Data Support: Collects, reviews, and encodes basic data; updates databases. Equipment Custodianship: Manages office equipment and controls issuance for use.	EXTENSION SERVICES

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than May 18, 2026

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.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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:

 NELSON P. CABRAL, ED. D.

 University President

 RT. Lim Boulevard, Baliwasan, Zamboanga City

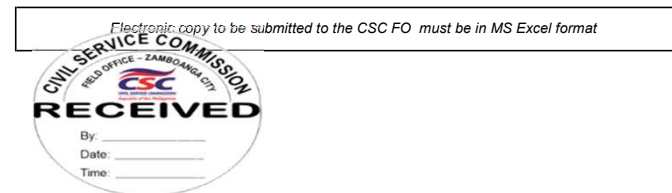
hmu@zpps.edu.ph

 991-7714

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE:

LIZA F. SANTOS
HRMO

Date: 7-May-26

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	ADMINISTRATIVE OFFICER V	ZCSPCB-ADOF5-21-2026	18	₱53,818.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional (Second Level Eligibility)	*Technical skills *Management Skills *Communication skills *Interpersonal Skills	AUXILIARY SERVICES
2	ADMINISTRATIVE OFFICER II	ZCSPCB-ADOF2-6-2026	11	₱31,705.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)		AUXILIARY SERVICES
3	FOOD SERVICE SUPERVISOR II	ZCSPCB-FOSS2-8-2026	11	₱31,705.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)		AUXILIARY SERVICES
4	ADMINISTRATIVE OFFICER I	ZCSPCB-ADOF1-7-2026	10	₱26,917.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)		AUXILIARY SERVICES
5	ADMINISTRATIVE ASSISTANT III	ZCSPCB-ADAS3-4-2026	9	₱24,329.00	Completion of Two-Year studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Professional (First Level Eligibility)		AUXILIARY SERVICES
6	ADMINISTRATIVE AIDE VI	ZCSPCB-ADA6-20-2026	6	₱19,716.00	Completion of Two-Year studies in College	None Required	None Required	CS Sub-Professional (First Level Eligibility)		AUXILIARY SERVICES
7	COOK II	ZCSPCB-COK2-9-2026	5	₱18,581.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 as amended - Cat. III)	*Cookery NC II (TESDA National Certificate Level II)	AUXILIARY SERVICES
8	ADMINISTRATIVE AIDE IV	ZCSPCB-ADA4-5-2026	4	₱17,506.00	Completion of two years studies in college	None Required	None Required	CS Sub-Professional (First Level Eligibility)		AUXILIARY SERVICES
9	COOK I	ZCSPCB-COK1-10-2026	3	₱16,486.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 as amended - Cat. III)	*Cookery NC II (TESDA National Certificate Level II)	AUXILIARY SERVICES

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