

Republic of the Philippines
TARLAC STATE UNIVERSITY
Request for Publication of Vacant Positions

State University 2129
Records and Archives Unit No.
By/Date OCT 17 2025
8:58

OCT 16 2025
SONNY O. CUADRO
Supervising Human Resource Specialist

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 TARLAC STATE UNIVERSITY:

MR. MARLON C. DELA CRUZ, RGC, CPHR
HRMO
OCT 16 2025

Date:

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	Internal Auditor I	TSUB-IAUD1-37-2023	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	• Has thorough understanding of the principles and components of internal control system. • Ability to search for applicable criteria to be used on audit projects. • Ability to understand process flow charts or narrative description of processes. • With excellent writing, interpersonal, communication and presentation skills. • Has very keen attention to details, accuracy and validity of documents and records. • Ability to identify internal audit observations based on applicable criteria, identify root cause and risks, and recommend realistic courses of actions to address audit observations. • Ability to establish and maintain good working relationships with auditees. • Able to do audit fieldwork with minimum supervision.	Internal Audit Services

2	Administrative Aide VI (Clerk III)	TSUB-ADA6-11-2019	6	18957	Completion of two years studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	• Strong organizational and time management abilities to handle multiple tasks efficiently. • Ability to maintain records, file documents, and track correspondence. • Attention to detail for accuracy in handling documents and data. • Excellent verbal and written communication skills. • Ability to work well with others and build rapport with colleagues and auditees. • Proficiency in MS Office Suite (Word, Excel, Powerpoint, etc.) and other relevant software.	Audit Services
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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 OCT 28 2025.

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 two rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license, certificate of employment and trainings/seminars attended (if applicable); and
4. Hard copy or electronic copy of Awards, Plaque or Letter of Commendation for the last 10 years; Transcript of Records and Diploma.

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:

DR. ARNOLD E. VELASCO

University President

Romulo Blvd. Brgy. San Vicente, Tarlac City, Tarlac

(045) 606-8155 / hrdmo_rsp@tsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.