



**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Zamboanga State College of Marine Sciences and Technology in the CSC website:

**EMMA A. SANTOS**  
OIC Head HRMO

Date: February 2, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
	ATTORNEY IV	ZSCMSTB-ATY4-20-2022	23	80,003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	* Provides the College President with information regarding legal issues; * Liaises with other offices of the College to promote legal compliance; and, * Participates in professional and development sessions to enhance knowledge on legal implications of actions. * Conduct legal analysis and research on various legal matters. * Provide advice on different legal issues, assist in drafting legal opinions or submissions, memoranda and other legal documents	Legal Office
	SUPERVISING ADMINISTRATIVE OFFICER	ZSCMSTB-SADOF-1-2022	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Support the Chief Administrative Officer in ensuring the smooth operation of all units under the Finance and Administrative Division; 2. Align work outputs and processes to the College directions and priorities and ensure conformance to internal and external policies that are applicable to the division; 3. Review, develop and recommend internal work processes, guidelines, standards, policies and procedures that are applicable to the division in compliance with the guidelines of QMS and other oversight agencies; 4. Prepare the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) for the division; 5. Supervise and monitor the implementation of division programs and projects, policies and guidelines and recommend solutions to address implementation problems;	General Administrative Services

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- 1 Application letter specifying the position applied for
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- 5 Performance rating in the last rating period (if applicable);

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

Dr. JAIME G. JALON  
College President  
ZSCMST G/F Admin Bldg., Fort Pilar, Zamboanga City  
[hrmozscmst19@gmail.com](mailto:hrmozscmst19@gmail.com)

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



Tel. No. (062) 992-6450 Telefax: (062) 991-0777 website: <http://www.zscmst.edu.ph>

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	INFORMATION TECHNOLOGY OFFICER I	ZSCMSTB-ITO1-12-2022	19	51,357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	1) Administration and maintenance of the ZSCMST website (Public Portal) and other official digital sites; such as Facebook, YouTube, Twitter, etc.; 2) Administration and management of ZSCMST Transparency Seal Platform 3) Provide support in the development of small to medium-sized office automation and or computer applications; 4) Maintenance, security, and keeping confidential of all the sensitive data and information to be handled relative to the ICT Officer's mandate, in compliance with the provisions in Chapter VII of R.A No. 10173, otherwise known as The Data Privacy Act of 2021; 5) Coordinate with other colleges, offices and units regarding maintenance, operational issues and further development of the IS of the College; 6) preferably EDPS Certified	College Information System Office
	ADMINISTRATIVE OFFICER V	ZSCMSTB-ADOF5-21-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Implements policies relative to personnel actions, including but not limited to selection and recruitment, promotion and designation, transfer/re-assignment, and separation in accordance with the policies of the College and the Civil Service Commission; * Ensures implementation of compensation, benefits, rewards and sanctions policies in accordance with existing laws and regulations; * Submits reports as may be required by management or other government regulatory offices; * Monitors submission of performance evaluation reports, reviews and analyses performance evaluation ratings of all employees, undertakes studies and recommends new programs relative to employees' development, welfare and benefits;	Human Resource Management Office
	ADMINISTRATIVE OFFICER V	ZSCMSTB-ADOF5-22-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Plans for and attends to all phases of the acquisition/purchase of supplies, materials, equipment and services needed for the efficient operations of all sectors in the College; b) Supervises training and technical assistance to the end user units in the preparation of their respective Project Procurement Management Plans; c) Provides administrative support and secretariat services to the Bids and Awards Committee (BAC); d) Attends to post-award contract management and administrative activities; Attend Pre-procurement Conferences, Pre-bid Conferences, and Opening of Bids; e) Assist in the preparation of College Bidding Documents;	Procurement Services

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	ADMINISTRATIVE OFFICER V	ZSCMSTB-ADOF5-23-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	1) Supervise and coordinate administrative functions, personnel and general services of the College; 2) Prepare communications, memoranda, circulars, orders, endorsements/referrals, and other related administrative documents; 3) Coordinates with the Supply and Property Management Officer involving the determination of fiscal requirement of supplies and materials needed by the College; 4) Supervises the provision of safety and security of the College. 5) Coordinates with the Supply and Property Management Officer in developing and formulating policy on Inventory of supplies and properties and conduct inventory annually or semi-annually; 6) Preferably a graduate of Environmental and/or Sanitary Engineering or has a background on automotive engineering or mechanics, or electrical engineering.	College General Services Office
	ADMINISTRATIVE OFFICER V	ZSCMSTB-ADOF5-46-2004	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Establishes and maintains an active continuing program for management preservation and disposition of records using database; b) Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the College; c) Maintains College's statistical data with its corresponding analysis and interpretation; d) Prime in institutional projection and/or forecasting; e) Checks and classifies signed correspondence before they are released for mailing;	Records Officer
	INTERNAL AUDITOR III	ZSCMSTB-IAUD3-9-2022	18	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Advise the Head of Agency on all matters relating to management controls and operations audit to ensure an efficient, effective, economical and ethical administration. 2. Review and appraise systems and procedures/processes, organizational structures, asset management practices, financial and management records, reports and performance standards of the College. 3. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action. 4. Perform such other related duties and responsibilities as may be assigned or delegated by the College President or as may be required by law.	Internal Control Office

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	INFORMATION OFFICER III	ZSCMSTB-INFO3-15-2022	18	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	1) Plans, designs/prepares and edits briefers, brochures, posters and other IEC materials of the College; 2) Plans and designs/prepares infographics for statistical bulletins, performance or accomplishment reports, assessment/evaluation reports and such other reportorial requirements of the College; 3) Writes articles, feature stories, reports and other information materials based on interviews, events and other sources; 4) Sources photos and other required materials for articles for publication in various platforms; 5) Draft and publish President's annual performance, status, and other special reports; 6) Plans and designs branding package for training, workshops, conferences, and other activities (i.e., banners, backdrops, visual presentation templates, customized notebooks, and other necessary materials;	Public Information and Communications Office
	PROJECT DEVELOPMENT OFFICER III	ZSCMSTB-PDO3-2-2022	18	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Lead and supervise the preparation of documents for any proposed infrastructure projects – construction, rehabilitation, upgrade, conversion, demolition. Said projects must be consistent with the Strategic Plan and LUDIP of the College; b) Lead and manage all phases of permit documentation of construction projects from pre-construction to completion. c) Coordinates with team members and management to ensure all work documentation is within project timeline completion. d) Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. e) Preferably a licensed Civil Engineer or a Material Engineer	College Project Management Office
	ACCOUNTANT II	ZSCMSTB-A2-53-2022	16	39,672	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 years of relevant experience	RA 1080	* Prepares and submits reports required by external agencies; * Implements the College's fiscal policies to safeguard its assets; * Ascertaines the College's adherence to generally accepted accounting principles and government auditing standards; * Prepares and processes vouchers, payrolls, journals, bills, financial statements and other reports; * Certifies availability of funds and/or allotments for the College's programs and projects;	Accounting Office

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CS Form No. 9  
Revised 2018



Republic of the Philippines  
Zamboanga State College of Marine Sciences and Technology  
Fort Pilar, Zamboanga City



Electronic copy to be submitted to the CSC FO  
format

must be in MS Excel

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	INFORMATION SYSTEMS ANALYST II	ZSCMSTB-INFOSA2-13-2022	16	39,672	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Assists in the data gathering activities and coordinates with the end-users on the system requirements; b) Assists in system and network administration and maintenance; c) Assists in the planning, design, and development of new information systems and/or enhancements of existing programs; d) Prepares and writes software/systems documentation, including flow charts and diagrams of business systems; e) Assists in the data migration;	College Information System Office
	ADMINISTRATIVE OFFICER IV	ZSCMSTB-ADOF4-24-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Draft and implements policies of the College in compliance with laws, regulations and standards relative to building, equipment and improvements in the College; b) Attends to the proper installation, care and repair of the College buildings, machinery and equipment, furniture and fixtures, electrical, and plumbing system; c) Recommends new policies and procedures relative to facility management; d) Prepare corresponding proposals and documents for any carpentry works, plumbing, electrical, reproduction of forms, preventive and corrective maintenance services and other related services;	College General Services Office <b>(The Head of the Construction and Maintenance Unit (CMU))</b>
	ADMINISTRATIVE OFFICER IV	ZSCMSTB-ADOF4-25-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	Assist in the development and implementation of HR initiatives and systems; b) Involve in recruitment and hiring process of applicants as per compliance to CSC ORA-OHRA; c) Preparation of appointments and other pertinent documents; d) Assist in the implementation of effective on-boarding plans; e) Submit necessary reports to stakeholders, e.g. GSIS, CSC, BDM, CHED and other government instrumentalities; f) Mastery on both interpretation and implementation of ORA-OHRA and other Human Resource processes, guidelines and issuances.	Human Resource Management Office

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	ADMINISTRATIVE OFFICER IV	ZSCMSTB-ADOF4-26-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Prepares work and financial plan, monthly cash program, financial plan and other financial forms in accordance with templates as provided; b) Assists in the preparation and submission of Annual fiscal budget proposal; c) Supervises processing and obligation of vouchers, payrolls, liquidation report of cash advances and other claim/s according to funds classification; d) Posts various claim/s to RAOMO/ TAOPS/RAOCO; e) Prepares/reviews/supervises preparation of financial report/s, statement of allotment obligations, balances and disbursements (SAOBD), Financial Report of Operations (FRO), Financial Monitoring Report (FMR) and quarterly financial accountability (FAR);	Budget Office
	ADMINISTRATIVE OFFICER IV	ZSCMSTB-ADOF4-27-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Assist in ensuring that academic program accreditation comply the AACUP evaluation tool and/or standards; b) Ascertain that all CME programs compliant with the CHED-MARINA and STCW standards; c) Collaborate with the different colleges' in establishing and/or revising existing standards, systems and procedures; d) Determine training needs on AACUP accreditation and CHED-MARINA standards; e) Assist in monitoring performance through the conduct of management review; f) Preferably underwent training for AACUP/ISO Accreditor or Evaluator	College Quality Assurance Office
	INTERNAL AUDITOR II	ZSCMSTB-IAUD2-10-2022	15	36,619	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Conducts researches and data gathering activities to obtain sufficient background information to identify the significant processes and key controls and risks associated to an auditable unit; b) Drafts or reviews risk assessment reports; c) Co-leads in the discussion for the individual audits risk assessment reports with the different unit heads; d) Performs simple to difficult audit work or procedures; e) Assists senior auditor in doing complex audit work or procedures;	Internal Control Office

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	INFORMATION OFFICER II	ZSCMSTB-INFO2-16-2022	15	36,619	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	1) The Information Officer II will be primarily responsible for the creation of social media content with the level of proficiency in SocMed design, concept, and layout; rendering infographics, basic video editing, special effects, and other digital-related skills; 2) Design and prepare infographics for statistical bulletins, performance or accomplishment reports, assessment/evaluation reports, and such other reportorial requirements of the College; 3) Design and prepare visual presentations for interoffice and interagency activities; 4) Design and prepare visual graphics for data dashboards and knowledge management portals in coordination with concerned College focal person/s; 5) Prepares/writes, edits, copies, reads/proofreads feature articles, news stories, photo captions and other IEC materials; 6) Coordinates with the different colleges and offices, for any information materials for publication;	Public Information and Communications Office
	PROJECT DEVELOPMENT OFFICER II	ZSCMSTB-PDO2-3-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Helps the Project Development Officer in the overall management of the or assigned project, including construction, design, compliance, and budget b) Helps the Project Development Officer in ensuring that project milestones and timelines are met; c) Helps in resolving issues and concerns in the project; d) Deals with different project stakeholders, including consultants, clients, and third-party contractors/suppliers; e) Liaises with relevant government offices and agencies;	College Project Management Office
	PLANNING OFFICER II	ZSCMSTB-PLO2-5-2022	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Review and analyze key programs and projects to determine relevance, value and consistency to the overall thrust and mandate of the agency; b) Monitor and review the performance of operating units in terms of targets set and accomplishments; c) Assists in the development of program/ project concepts/ terms of reference and frameworks that will address or respond to issues and concerns based needs of the different colleges', units and/or offices; d) Assists in publishing the Agency Annual Report, and President's periodic and Annual Report, prepare advocacy materials of the conferences/workshops;	Planning Office

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	ADMINISTRATIVE OFFICER III	ZSCMSTB-ADOF3-29-2022	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Formulates the College security plan and protocols; b) Ensures the safety and security of College personnel, students, visitors, clientele and properties; c) Implements campus security plan; supervises the engaged security services provider; d) Monitors body checks at the main entrance and exit gates; e) Supervises post stationary and roving security details; f) Conducts random and unannounced inspection of guard postings;	College General Services Office (The Head of the College Civil Security Office (CCSO))
	ADMINISTRATIVE OFFICER III	ZSCMSTB-ADOF3-30-2022	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Plans for and attends to all phases of the acquisition/purchase of supplies, materials, equipment and services needed for the efficient operations of all sectors in the College; b) Supervises training and technical assistance to the end user units in the preparation of their respective Project Procurement Management Plans; c) Provides administrative support and secretariat services to the Bids and Awards Committee (BAC); d) Attends to post-award contract management and administrative activities; Attend Pre-procurement Conferences, Pre-bid Conferences, and Opening of Bids;	Procurement Office

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Dr. JAIME G. JALON  
College President  
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[hrmozscmst19@gmail.com](mailto:hrmozscmst19@gmail.com)

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**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Zamboanga State College of Marine Sciences and Technology in the CSC website:

**EMMA A. SANTOS**  
OIC Head HRMO

Date: February 2, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
	ADMINISTRATIVE OFFICER III	ZSCMSTB-ADOF3-31-2022	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Prepares documentation requirements for receipt and issuance of equipment and supplies, repair of defective equipment, condemnation and disposal of College property; b) Prepares documents and monitors the insurance of all buildings and property including motor vehicles of the College; c) Monitors and controls consumption of materials and supplies; d) Conducts inventory and report on waste materials and unserviceable equipment; e) Assist in physical inspection of supply delivered to ensure adherences to quarterly and quality specs of items delivered	Supply and Property Management Office
	ADMINISTRATIVE OFFICER III -	ZSCMSTB-ADOF3-32-2022	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Maintain the CO's information system and database; b) Maintain DFA CO's communications, and general records; c) Provide and facilitate the smooth and secured flow of incoming and outgoing communications of the CO; d) Ensure security, reliability and optimum utilization of the CO's communication services; e) Take effective custody of the CO's records and archives to ensure their security as well as the user's easy access to documents;	Records Office
	BOARD SECRETARY I	ZSCMSTB-BS1-19-2022	14	33,843	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	a) Assists in preparing the agenda b) Assists in recording and transcribing the minutes c) Process any referendum d) Prepares and issues excerpts of minutes of meetings e) Acts as Secretary of the Administrative and Academic Council f) Acts as secretariat to any College major academic and administration meetings and activities g) Keeps custody of classified records, issue excerpts	College Board Secretary Office

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OIC Head HRMO

Date: February 2, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
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	LEGAL ASSISTANT III	ZSCMSTB-LEA3-7-2022	14	33,843	Bachelors degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	* Assist in the Conduct legal research by utilizing various resources and selecting the relevant material to analyze the legal information. * Assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis. * Assist in Draw up formalities regarding the settlement of disputes and monitor implementation subject to the College's legal officer supervision and Board approval. * Mastery on both interpretation and implementation of RACCS	Legal Office
	ACCOUNTANT I	ZSCMSTB-A1-54-2022	12	29,165	Bachelor's degree in Commerce/ Business Administration major in Accounting	none required	none required	RA 1080	* Prepares and submits reports required by external agencies; * Implements the College's fiscal policies to safeguard its assets; * Ascertains the College's adherence to generally accepted accounting principles and government auditing standards; * Prepares and processes vouchers, payrolls, journals, bills, financial statements and other reports; * Certifies availability of funds and/or allotments for the College's programs and projects;	Accounting Office
	INFORMATION SYSTEMS ANALYST I	ZSCMSTB-INFOSA1-14-2022	12	29,165	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Assist in conducting needs analyses and feasibility studies, coordinating computing system purchases, and implementing administrative computing systems. b) Provides consulting assistance to administrative users and acts as a resource for computer center-supported products fourth-generation c) Writes and/or maintains programs on FOCUS or other fourth-generation languages supported by the Computer Center. d) Conducts workshop fourth-generations in administrative systems software and in computer center-supported products for mainframe and microcomputers, including such areas as word processing, spreadsheets, data management, mainframe communications, and data security. e) Assists in research, review, testing, and evaluation of potential new administrative support products or enhancements; writes summaries and reports recommendations; researches licensing and purchasing arrangements relative to potential products.	College Information System Office

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Tel. No. (062) 992-6450 Telefax: (062) 991-0777 website: <http://www.zscmst.edu.ph>

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**EMMA A. SANTOS**  
OIC Head HRMO

Date: February 2, 2023

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	LEGAL ASSISTANT II	ZSCMSTB-LEA2-8-2022	12	29,165	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	* Assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis. * Assist in Draw up formalities regarding the settlement of disputes and monitor implementation subject to the College's legal officer supervision and Board approval. * Mastery on both interpretation and implementation of RACCS	Legal Office
	ADMINISTRATIVE OFFICER II	ZSCMSTB-ADOF2-33-2022	11	27,000	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Ensures the control of documented information required by ISO 9001:2015, Quality Management System (QMS)/Quality Standards System (QSS); b) Ensures the appropriate identification, description, format, media and review its sustainability and adequacy; c) Maintain documented information determined by the organization as being necessary for the effectiveness of the QMS; d) Assist the Document Custodian in ensuring sustainability and adequacy of documented information relevant to accreditation and certification purposes; e) Distributes updated and retrieves obsolete QMS Policy and Procedures Manual;	College Quality Assurance

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	INTERNAL AUDITOR I	ZSCMSTB-IAUD1-11-2022	11	27,000	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Conducts researches and data gathering activities to obtain sufficient background information to identify the significant processes and key controls and risks associated to an auditable unit; b) Drafts or reviews risk assessment reports; c) Co-leads in the discussion for the individual audits risk assessment reports with the different unit heads; d) Performs simple to difficult audit work or procedures; e) Assists senior auditor in doing complex audit work or procedures; f) Proposes audit recommendations based on audit work or procedures performed	Internal Control Office
	INFORMATION OFFICER I	ZSCMSTB-INFO1-17-2022	11	27,000	Bachelors degree	none required	none required	Career Service (Professional) Second Level Eligibility	* Responsible for writing/producing news and feature articles primarily for print/radio/TV platforms with average proficiency in writing and story research. * Perform administrative functions like writing various reports, documentation, minutes of meetings, etc., and provide media relations support; * Prepare press kits, press release, briefer, fact sheet and other form of information materials	Public Information and Communications Office
	PROJECT DEVELOPMENT OFFICER I	ZSCMSTB-PDO1-4-2022	11	27,000	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Assist in the preparation of Project Concept Notes//Rapid Assessment Report; b) Assist in the preparation/review of Business Cases/Pre-Feasibility Studies, and/or Feasibility Studies, and ICC Project Evaluation Forms/other project related documents for approval; c) Preparation of Transaction Documents and Bidding Process. d) Recommend after thorough evaluation of the feasibility of any unsolicited proposals; e) Facilitate turnover of project documents to the Full-Time Delivering Unit for awarded project;	College Project Management Office

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					Education	Training	Experience			
	PLANNING OFFICER I	ZSCMSTB-PLO1-6-2022	11	27,000	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Assist in reviewing and analyzing key programs and projects to determine relevance, value and consistency to the overall thrust and mandate of the agency; b) Assists in the monitoring and review of the performance of operating units in terms of targets set and accomplishments; c) Assists in the development of program/ project concepts/ terms of reference and frameworks that will address or respond to issues and concerns based needs of the different colleges, units and/or offices; d) Assists collecting physical accomplishment reports for the Agency's Annual Report and President's periodic and Annual Report, prepare advocacy materials of the conferences/workshops;	Planning Office
	ADMINISTRATIVE OFFICER I	ZSCMSTB-ADOF1-34-2022	10	23,176	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Assists in receiving payment and issues Official Receipt. b) Assist in collecting payments from various clients; c) Prepares report of disbursements; d) Communicates with other agencies for various transactions. (LBP, BTr, Pag-IBIG) e) Does the safe keeping of the daily collection; f) Controls payroll and prepares vouchers for salaries and wages; g) Processes deposit of daily collection to the designated bank	Cashier Office
	ADMINISTRATIVE OFFICER I	ZSCMSTB-ADOF1-35-2022	10	23,176	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Provides prompt, safe and convenient transportation services to the College; b) Recommends and implements policies and programs on the operations of the motor pool, and sees to it that the use of College vehicles shall be in accordance with existing laws and regulations of the College; c) Design program for the regular preventive maintenance plan of all transportation assets of the College; d) Conducts monitoring and evaluation on the performance of his Unit; e) Process the registration of all Vehicles of the College at the LTO and insurance at the GSIS;	College General Services Office (Head of the College Motor Pool)

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	ADMINISTRATIVE OFFICER I	ZSCMSTB-ADOF1-36-2022	10	23,176	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	a) Assist and generate in the preparation of Bid Evaluation Reports and Awards Recommendations; b) Draft communications to all end-users in relation to the Procurement Unit; c) Advertise and/or post bidding opportunities including Bidding Documents and Notices of Award; d) Preparing plans for the purchase of common supplies and equipment (CSEs). e) Following and enforcing the College's procurement priorities, policies and procedures.	Procurement Office
	ADMINISTRATIVE ASSISTANT III	ZSCMSTB-ADAS3-38-2022	9	21,129	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	* Schedules/calendars meetings/appointments of the unit head with other offices/Staff by calendaring, following up and confirming attendance of both parties; * Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person; * Extend hospitality to the visitors/guests of the unit/office by attending to their needs promptly thus lessening the time demand on the head; * Identifies/sorts official documents and/or correspondence as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference;	Office of the Vice-President for Administration and Finance
	ADMINISTRATIVE ASSISTANT III	ZSCMSTB-ADAS3-39-2022	9	21,129	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on and triage of any Board or College related documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Keep and update accreditation files, records and/or documents; c) Complies official documents, e.g. memoranda, SOs; d) Updates and keep office files and correspondences; e) Disseminates official memos to all department/ units and colleges; f) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Office of the President

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	ADMINISTRATIVE ASSISTANT III	ZSCMSTB-ADAS3-40-2022	9	21,129	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on and triage of any Board or College related documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Keep and update accreditation files, records and/or documents; c) Complies official documents, e.g. memoranda, SOs; d) Updates and keep office files and correspondences; e) Disseminates official memos to all department/ units and colleges;	Board Secretary
	ADMINISTRATIVE ASSISTANT III	ZSCMSTB-ADAS3-41-2022	9	21,129	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	* Prepares and submits reports required by external agencies; * Implements the College's fiscal policies to safeguard its assets; * Ascertains the College's adherence to generally accepted accounting principles and government auditing standards; * Prepares and processes vouchers, payrolls, journals, bills, financial statements and other reports; * Certifies availability of funds and/or allotments for the College's programs and projects;	Accounting Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-42-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official memos to all department/ units and colleges; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Office of the President

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	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-43-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official memos to all department/ units and colleges; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Board Secretary
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-44-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to IS; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	College Information System Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-45-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, handling accounting related documents.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to news, updates and notices; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and other accounting reports;	Accounting Office

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					Education	Training	Experience	Eligibility		Competency (if applicable)
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-46-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to internal monitoring/auditing; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Internal Control Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-47-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Prepares notice of meetings and minutes of hearings, transcription of minutes of hearings. c) Familiarization and knowledge of use of various legal forms d) Disseminates official correspondences to all department/ units and colleges with respect to internal monitoring/auditing;	Legal Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-48-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to strategic planning, operations plan and institutional review; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Planning Office

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 **February 13, 2023**. This office also highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI). Applicants with **complete requirements** and who **meet the minimum qualification standards** will undergo a competency-based assessment process.

- 1 Application letter specifying the position applied for
- 2 Fully Accomplished CSC - Prescribed template of the Personal Data Sheet with passport size picture / Fully accomplished CSC - prescribed Work Experience sheet
- 3 Photocopy of certificate of eligibility/rating/license
- 4 Photocopy of Transcript of Records.
- 5 Performance rating in the last rating period (if applicable);

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

Dr. JAIME G. JALON  
College President  
ZSCMST G/F Admin Bldg., Fort Pilar, Zamboanga City  
[hrmozscmst19@gmail.com](mailto:hrmozscmst19@gmail.com)

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



**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Zamboanga State College of Marine Sciences and Technology in the CSC website:

**EMMA A. SANTOS**  
OIC Head HRMO

Date: February 2, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-49-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to project management; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	College Project Management Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-50-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes on any documents; i.e. receiving, releasing, encoding, transcribing, etc.; b) Complies official documents, e.g. memoranda, SOs; c) Updates and keep office files and correspondences; d) Disseminates official correspondences to all department/ units and colleges with respect to accreditation, evaluation and/or certification; e) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	College Quality Assurance Office
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-51-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	a) Assist in the processes of employees documents; b) Complies official documents, e.g. memoranda, SOs; c. Updates personnel records, e.g. 201 files; d. Disseminates official memos to all department/ units and colleges; e. Posting of position vacancy; f. Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Human Resource Management Office

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- 5 Performance rating in the last rating period (if applicable);

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

Dr. JAIME G. JALON  
\_\_\_\_\_  
College President  
\_\_\_\_\_  
ZSCMST G/F Admin Bldg., Fort Pilar, Zamboanga City  
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OIC Head HRMO

Date: February 2, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
	ADMINISTRATIVE AIDE VI	ZSCMSTB-ADA6-52-2022	6	17,553	Completion of 2 years studies in college	none required	none required	Career Service (Sub- Professional) First Level Eligibility	a) Assist in the processes of employees documents; b) Complies official documents, e.g. memoranda, SOs; c) Updates personnel records, e.g. files; d) Disseminates and follow-ups official correspondences to all department/ units and colleges with respect to cashier processes; e) Posting of position vacancy; f) Assists in the preparation of PRs, RIS, PPMP and APP for the common office supply, materials, equipment and among others;	Cashier Office

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 **February 13, 2023**. This office also highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI). Applicants with **complete requirements** and who **meet the minimum qualification standards** will undergo a competency-based assessment process.

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- 4 Photocopy of Transcript of Records.
- 5 Performance rating in the last rating period (if applicable);

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

Dr. JAIME G. JALON  
College President  
ZSCMST G/F Admin Bldg., Fort Pilar, Zamboanga City  
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