

Republic of the Philippines
TARLAC STATE UNIVERSITY
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 TARLAC STATE UNIVERSITY:

Tarlac State University 1122
Records and Archives Unit No.
By/Date **AUG 13 2026**
1:43
DR. MARIE PAZ H. ANGELES
HRMO
AUG 13 2026

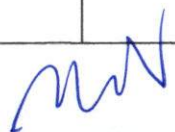

RECEIVED
AUG 13 2026
Action Officer: **SONNY O. CHADRO**
Designation: **SUPERVISING HUMAN RESOURCE SPECIALIST**
Unique ID No. R3TR

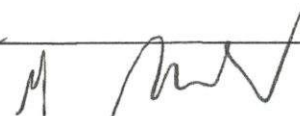
Date:

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	University Extension Specialist V	TSUB-UEXSP5-4-2026	24	102603	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	•Demonstrates supervisory skills that foster collaboration, productivity, and accountability as well as the ability to guide and motivate staff towards the achievement of organizational goals. •Possesses adept knowledge in extension and volunteerism-related policies and other issuances. •Possesses oral communication skills and the ability to speak confidently and effectively in front of large audiences. •Demonstrates expertise in the use of technology and other productivity tools that support performance of tasks. •Possesses expert knowledge and skills in managing of extension and/or volunteer services and community development initiatives, including their conceptualization, proposal evaluation, implementation, monitoring, and addressing issues and challenges. •Demonstrates proficient ability in writing and/or preparing accurate and clear technical documents. •Possesses high-level analytical and problem-solving skills, with the ability to identify root causes and recommend solutions. •Demonstrates expert ability to develop, implement, and/or supervise sustainable extension programs. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Extension Services Management Department)

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4	University Extension Specialist III	TSUB-UEXSP3-8-2026	20	66052	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	•Demonstrates supervisory skills that foster collaboration, productivity, and accountability as well as the ability to guide and motivate staff towards the achievement of organizational goals. •Possesses adept knowledge in extension and volunteerism-related policies and other issuances. •Possesses oral communication skills and the ability to speak confidently and effectively in front of large audiences. •Demonstrates advanced capability in the use of technology and other productivity tools that support performance of tasks. •Demonstrates expert knowledge and skills in planning processes and analyzing data necessary for decision making. •Demonstrates expert ability in writing and/or preparing accurate and clear technical documents. •Possesses high-level analytical and problem-solving skills, with the ability to identify root causes and recommend solutions. •Demonstrates advanced ability to develop, implement, and/or supervise sustainable extension programs. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Planning and Performance Management Department)
5	University Extension Specialist II	TSUB-UEXSP2-10-2026	18	53818	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	•Demonstrates supervisory skills that foster collaboration, productivity, and accountability as well as the ability to guide and motivate staff towards the achievement of organizational goals. •Possesses adept knowledge in extension and volunteerism-related policies and other issuances. •Possesses oral communication skills and the ability to speak confidently and effectively in front of large audiences. •Demonstrates advanced capability in the use of technology and other productivity tools that support performance of tasks. •Demonstrates expertise in organizing capability building activities and professional events. •Demonstrates high-level ability to develop, implement, and/or supervise sustainable extension programs. •Demonstrates advanced ability in writing and/or preparing accurate and clear technical documents. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Extension Affairs and Linkages Department)






6	University Extension Associate II	TSUB-UEXA2-30-2026	14	38764	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	•Possesses expert knowledge in extension and volunteerism-related policies and other issuances. •Demonstrates advanced capability in the use of volunteer management systems and other productivity tools that support performance of tasks. •Demonstrates adept knowledge and skills in planning processes and analyzing data necessary for decision making. •Demonstrates advanced ability in writing and/or preparing accurate and clear technical documents. •Demonstrates high-level ability to develop and/or participate in sustainable extension programs. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Planning and Performance Management Department)
7	University Extension Associate II	TSUB-UEXA2-31-2026	14	38764	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	•Possesses expert knowledge in extension and volunteerism-related policies and other issuances. •Demonstrates advanced capability in the use of volunteer management systems and other productivity tools that support performance of tasks. •Demonstrates high-level ability to develop, implement, and/or supervise sustainable volunteer programs for various groups. •Demonstrates expert knowledge and skills in monitoring implemented volunteer services, including addressing issues and challenges encountered. •Demonstrates proficient ability in writing and/or preparing accurate and clear technical documents. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Volunteerism Management Department)

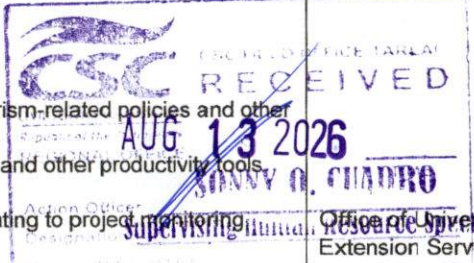
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8	University Extension Associate I	TSUB-UEXA1-18-2026	12	33947	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	•Possesses advanced knowledge in extension and volunteerism-related policies and other issuances. •Demonstrates advanced capability in the use of technology and other productivity tools that support performance of tasks. •Possesses advanced knowledge and skills in the management of extension services and community development initiatives, including their conceptualization, proposal evaluation, implementation, monitoring, and addressing issues and challenges. •Demonstrates advanced ability to prepare technical reports and other documents. •Demonstrates proficient ability to develop and/or participate in sustainable extension programs. •Possesses analytical and problem-solving skills. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Extension Services Management Department)
9	University Extension Associate I	TSUB-UEXA1-19-2026	12	33947	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	•Possesses advanced knowledge in extension and volunteerism-related policies and other issuances. •Demonstrates advanced capability in the use of technology and other productivity tools that support performance of tasks. •Possesses advanced knowledge and skills in the management of extension services and community development initiatives, including their conceptualization, proposal evaluation, implementation, monitoring, and addressing issues and challenges. •Demonstrates advanced ability to prepare technical reports and other documents. •Demonstrates proficient ability to develop and/or participate in sustainable extension programs. •Possesses analytical and problem-solving skills. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	Office of University Extension Services (Extension Services Management Department)





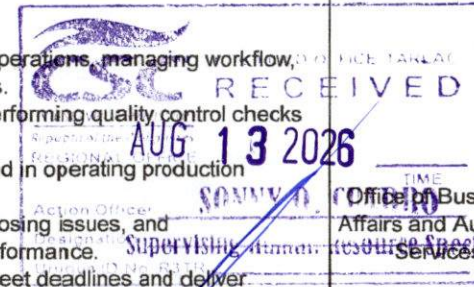


10	University Extension Associate I	TSUB-UEXA1-20-2026	12	33947	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	•Possesses advanced knowledge in extension and volunteerism-related policies and other issuances. •Demonstrates advanced capability in the use of technology and other productivity tools that support performance of tasks. •Possesses proficient knowledge and skills in processes relating to project monitoring, client satisfaction measurement, and program evaluation. •Demonstrates advanced ability to prepare technical reports and other documents. •Demonstrates proficient ability to develop and/or participate in sustainable extension programs. •Possesses advanced analytical and problem-solving skills. •Demonstrates interpersonal skills that promote a productive work environment and maintain good relationships with external stakeholders. •Exhibits organizational skills that enable management of multiple and overlapping tasks efficiently and meeting deadlines.	 Office of University Extension Services (Planning and Performance Management Department)
11	Administrative Officer V	TSUB-ADOF5-5-2026	18	53818	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second level eligibility	•Demonstrates strong capability in overseeing daily operations, coordinating team activities, and ensuring compliance with organizational goals and objectives. •Lead, supervise, and coordinate the daily operations of the Business Center and Auxiliary Services as its designated unit head, ensuring efficiency and adherence to university policies and regulations. •Competent in developing, implementing, and maintaining systems and procedures that enhance office efficiency and streamline workflows. •With expertise in preparing, consolidating, and managing monthly, quarterly, and annual reports to support informed decision making and organizational planning. •Provides high level administrative support across offices, delivering efficient assistance and ensuring smooth coordination with internal and external stakeholders. •Knowledgeable in planning and strategizing income generating projects. •Exhibits excellent communication and coordination skills, working effectively with directors and key stakeholders to achieve project and organizational objectives. •Flexible and adaptable, capable of taking on additional responsibilities and adjusting to changing operational requirements.	Office of Business Affairs and Auxiliary Services



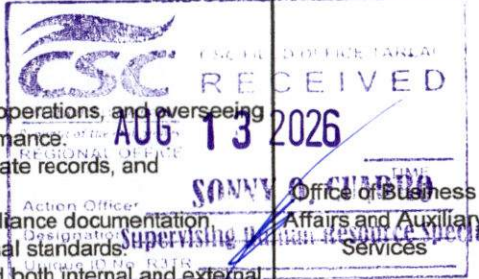






12	Administrative Officer II	TSUB-ADOF2-6-2026	11	31705	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional/ Second level eligibility)	•Demonstrates strong capability in supervising printshop operations, managing workflow, and ensuring efficient and organized production processes. •Skilled in layout design, applying visual standards, and performing quality control checks to ensure high quality output. •Proficient in executing printing and finishing processes and in operating production equipment safely and effectively. •Knowledgeable in performing routine maintenance, diagnosing issues, and troubleshooting printing equipment to maintain optimal performance. •Competent in coordinating and prioritizing job orders to meet deadlines and deliver projects on time. •Strong technical problem-solving skills, effectively addressing operational challenges and ensuring continuity of production. •Can handle accountability issues without requiring additional guidance	Office of Business Affairs and Auxiliary Services
13	Administrative Assistant III (Printing Machine Operator III)	TSUB-ADAS3-4-2026	9	24329	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC No. 10, s.2013 - Cat. II)	•Demonstrates expertise in graphic design and layout, producing high quality, print ready outputs. •Advanced proficiency in design tools such as Adobe Photoshop, and other layout applications. •Trained and experienced in digital and large format printing processes, ensuring efficient, precise, and high quality production workflows. •Proficient in preparing accurate cost estimates, job orders, and production plans to optimize resource use and meet project timelines. •Possesses strong knowledge of printing equipment functions, performing preventive maintenance, troubleshooting technical issues, and ensuring consistent operational performance. •Competent in managing inventory systems, preparing sales and production reports, and documenting material usage and production costs	Office of Business Affairs and Auxiliary Services
14	Administrative Aide VI (Clerk III)	TSUB-ADA6-30-2026	6	19716	Completion of 2 years of 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	•Demonstrates strong capability in managing inventory systems, organizing stockrooms, and ensuring accurate tracking and availability of materials. •Skilled in preparing, processing, and validating procurement documents to facilitate timely acquisition. •Proficient in financial and inventory reporting. •Knowledgeable in proper storage, handling, and safekeeping of inventory items. •Effective in collaborating with accounting units, suppliers, and both internal and external clients for procurement and inventory operations. •Independently respond quickly and accurately to routine customer questions or concerns.	Office of Business Affairs and Auxiliary Services

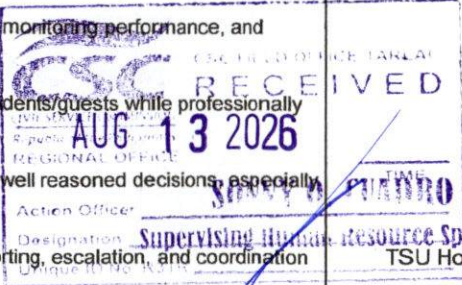
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15	Administrative Aide VI (Clerk III)	TSUB-ADA6-31-2026	6	19716	Completion of 2 years of studies in college(prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	•Demonstrates skills in managing schedules, coordinating daily operations, and overseeing facilities to ensure efficient workflows and seamless work performance. •Skilled in conducting inventory assessments, maintaining accurate records, and processing reports. •Knowledgeable in preparing, organizing, and maintaining compliance documentation ensuring adherence to regulatory requirements and organizational standards. •Proficient in coordinating with customers, service providers, and both internal and external clients to facilitate smooth transactions, service delivery, and collaborative operations. •Independently respond quickly and accurately to routine customer questions or concerns	
16	Administrative Aide VI (Clerk III)	TSUB-ADA6-32-2026	6	19716	Completion of 2 years of 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	•Demonstrates strong capability in organizing, filing, and maintaining contracts and administrative records to ensure accurate documentation and easy retrieval. •Skilled in tracking payments, validating supporting documents, and ensuring adherence to contract terms and organizational policies. •Knowledgeable in preparing comprehensive reports, analyzing information, and consolidating data to support informed decision-making. •Proficient in coordinating with lessees, clients, and stakeholders to facilitate smooth operations, address concerns, and maintain positive working relationships.	Office of Business Affairs and Auxiliary Services
17	Administrative Aide VI (Clerk III)	TSUB-ADA6-33-2026	6	19716	Completion of 2 years of 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	•Demonstrates ability in monitoring inventory, maintaining accurate stock levels, and ensuring timely updates to support smooth operational workflows. •Competent in assisting with printing and finishing processes and equipment handling. •Proficient in RFID production processes, tracking, and quality assurance. •Strong technical support skills, troubleshooting operational issues and maintaining equipment performance. •Independently respond quickly and accurately to routine customer questions or concerns	Office of Business Affairs and Auxiliary Services







18	Dormitory Manager III	TSUB-DORMG3-8-2026	15	42178	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S econd level eligibility	Leadership & People Management •Able to lead and guide dormitory/hotel staff by assigning tasks, monitoring performance, and providing coaching to maintain service standards. Service Delivery / Client Orientation •Able to ensure safe, orderly, and responsive services for all residents/guests while professionally addressing concerns and upholding hospitality standards. Problem Solving & Decision Making •Able to evaluate risks and operational issues and make timely, well reasoned decisions, especially during urgent situations. Incident & Crisis Management •Able to respond effectively to emergencies through proper reporting, escalation, and coordination with health, safety, and security units. Dormitory Operations Management •Able to oversee day to day dormitory operations, resident services, staff schedules, and rule implementation. Facility & Safety Administration •Able to maintain a safe, clean, and functional facility through regular inspections, maintenance coordination, and compliance with safety protocols. Budgeting, Procurement & Inventory Control •Able to manage supplies, funds, and dormitory/hotel assets through proper requests, disbursement oversight, and inventory control.	
19	Food Service Supervisor II	TSUB-FOSS2-11-2026	11	31705	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/S econd level eligibility	Service Delivery / Client Orientation •Able to ensure high quality food service and event support by responding promptly and professionally to customer needs, concerns, and feedback. Problem Solving & Decision Making •Able to identify and resolve daily operational issues—including shortages, discrepancies, complaints, and scheduling concerns—using sound judgment and practical solutions. Teamwork & Collaboration •Able to work cooperatively with kitchen staff, HRM/OJT students, administrative personnel, and management to ensure smooth and coordinated food service operations. Food Service Operations Management •Able to oversee overall food service operations by supervising meal preparation and event setups, managing inventories and supplies, coordinating reservations and daily schedules, and maintaining accurate operational records and reports to ensure efficient, organized, and high quality service delivery. Food Safety & Sanitation Compliance •Able to enforce proper food handling, sanitation, and equipment cleanliness, ensuring adherence to health regulations and institutional standards. Kitchen Equipment Knowledge & Maintenance •Able to oversee the appropriate use, care, and basic maintenance of kitchen tools and equipment to ensure safety, functionality, and efficiency. Event Support & Presentation Standards •Able to prepare, check, and supervise food and event arrangements that meet established presentation, quality, and service standards.	TSU Hotel








20	Food Service Supervisor I	TSUB-FOSS1-12-2026	9	24329	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/S econd level eligibility	Service Delivery / Client Orientation •Able to ensure high quality food service and event support by responding promptly and professionally to customer needs, concerns, and feedback. Problem Solving & Decision Making •Able to identify and resolve daily operational issues—including shortages, discrepancies, complaints, and scheduling concerns—using sound judgment and practical solutions. Teamwork & Collaboration •Able to work cooperatively with kitchen staff, HRM/OJT students, administrative personnel, and management to ensure smooth and coordinated food service operations. Food Service Operations Management •Able to oversee overall food service operations by supervising meal preparation and event setups, managing inventories and supplies, coordinating reservations and daily schedules, and maintaining accurate operational records and reports to ensure efficient, organized, and high quality service delivery. Food Safety & Sanitation Compliance •Able to enforce proper food handling, sanitation, and equipment cleanliness, ensuring adherence to health regulations and institutional standards. Kitchen Equipment Knowledge & Maintenance •Able to oversee the appropriate use, care, and basic maintenance of kitchen tools and equipment to ensure safety, functionality, and efficiency. Event Support & Presentation Standards •Able to prepare, check, and supervise food and event arrangements that meet established presentation, quality, and service standards.	TSU Hotel
21	Houseparent II	TSUB-HP2-10-2026	6	19716	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None required (CSC MC No. 10, s. 2013-Cat. III)	Service Delivery / Client Orientation •Able to ensure the safety, comfort, and well being of student residents and guests by responding promptly and professionally to their needs and concerns. Interpersonal & Emotional Support •Able to provide guidance, mentorship, and emotional support to student residents, fostering a respectful and supportive living environment. Facility & Housekeeping Oversight •Able to monitor and maintain cleanliness, orderliness, and safety of public areas (lobby, restrooms, hallways, elevators, stairwells) by working closely with housekeeping staff and inspecting areas regularly. Student Decorum & Conduct Management •Able to enforce hotel rules, student decorum, and the code of conduct fairly and consistently to maintain a peaceful, secure living environment. Complaint & Issue Resolution •Able to address guest or student concerns promptly, provide appropriate guidance, and escalate serious matters when necessary. Housekeeping & Maintenance Assistance •Able to observe standards on cleaning and laundry process. Record Keeping & Reporting •Able to prepare reports, maintain logs, and document observations, performance notes, or incident records accurately.	TSU Hotel

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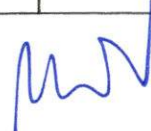
22	Cook II	TSUB-COK2-15-2026	5	18581	Elementary School Graduate	None Required	None Required	None required (CSC MC No. 10, s. 2013-Cat. III) Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	 TSU Hotel
23	Cook II	TSUB-COK2-16-2026	5	18581	Elementary School Graduate	None Required	None Required	None required (CSC MC No. 10, s. 2013-Cat. III) Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	TSU Hotel

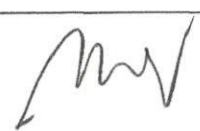







24	Cook II	TSUB-COK2-17-2026	5	18581	Elementary School Graduate	None Required	None Required	None required (CSC MC No. 10, s. 2013-Cat. III)	Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	 TSU Hotel
25	Cook I	TSUB-COK1-18-2026	3	16486	Elementary School Graduate	None required	None required	None required (CSC MC No. 10, s. 2013-Cat. III)	Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	TSU Hotel



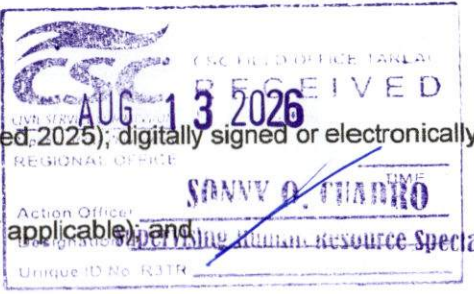





26	Cook I	TSUB-COK1-19-2026	3	16486	Elementary School Graduate	None required	None required	None required (CSC MC No. 10, s. 2013-Cat. III)	Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	RECEIVED AUG 13 2026 Supervising Human Resource Specialist TSU Hotel
27	Cook I	TSUB-COK1-20-2026	3	16486	Elementary School Graduate	None required	None required	None required (CSC MC No. 10, s. 2013-Cat. III)	Service Delivery / Client Orientation •Able to prepare and serve meals that meet quality and sanitation standards, responding courteously to dietary concerns and ensuring customer satisfaction. Teamwork & Collaboration •Able to work harmoniously with kitchen staff and other personnel to ensure smooth meal preparation and service. Food Preparation & Kitchen Operations •Able to perform routine food preparation tasks, follow menus and recipes, and maintain cleanliness and order in the kitchen. Food Safety & Sanitation Compliance •Able to follow institutional safety and sanitation guidelines, including proper food handling, storage, and waste disposal. Facility & Equipment Use •Able to operate and maintain basic kitchen tools, utensils, and equipment safely and efficiently. Cooking Skills & Techniques •Able to cook a variety of dishes using standard culinary techniques, ensuring consistent taste, texture, and presentation. Menu Execution & Special Dietary Needs •Able to prepare meals according to assigned menus and adapt to dietary restrictions such as low salt, halal, vegetarian, or allergen free requirements.	TSU Hotel

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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 AUG 25 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, certificate of employment and trainings/seminars attended, and professional contributions (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. JASPER JAY N. MENDOZA
University President
mulo Blvd. Brgy. San Vicente, Tarlac City, Tar
(045) 606-8155 / hrdmo_rsp@tsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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