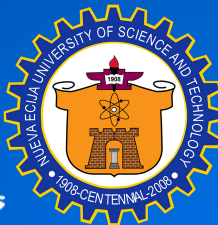


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Notice of Vacant Position

| 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 | |
| 1 | SUC VICE PRESIDENT III | NEUSTB-SUCVP3-1-1998 | 27 | ₱148,940 | Master's Degree OR Certificate in Leadership and Management from CSC | 120 hours of supervisory/ management learning and development intervention | 5 years of supervisory/ management experience | Career Service Professional/Second Level Eligibility | General Administration and Support Services |

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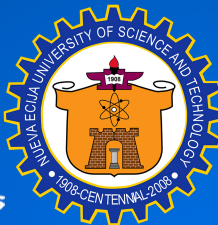
Notice of Vacant Positions

| NO. | POSITION TITLE (PARENTHEICAL TITLE, IF APPLICABLE) | PLANTILLA ITEM NO. | SALARY/ JOB/ PAY GRADE | MONTHLY SALARY | QUALIFICATION STANDARDS | | | | PLACE OF ASSIGNMENT |
|-----|---|-----------------------|------------------------------|-------------------|--|---------------------------------|----------------------------------|--|------------------------------------|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| 1 | ACCOUNTANT II | NEUSTB-A2-20-2025 | 16 | ₱45,694 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Certified Public Accountant) | Sto. Domingo Campus |
| 2 | PLANNING OFFICER II | NEUSTB-PLO2-64-2022 | 15 | ₱42,178 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Planning and Development Office |
| 3 | ADMINISTRATIVE OFFICER IV HUMAN RESOURCE MANAGEMENT OFFICER II) | NEUSTB-ADOF4-12-2022 | 15 | ₱42,178 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Gabaldon Campus |
| 4 | ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II) | NEUSTB-ADOF4-15-2025 | 15 | ₱42,178 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Sto. Domingo Campus |

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|-----|--|-----------------------|------------------------------|-------------------|-------------------------|------------------------------|-------------------------------|---|--|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| 5 | ADMINISTRATIVE OFFICER III | NEUSTB-ADOF3-13-2022 | 14 | ₱38,764 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Building Maintenance, Auxiliary, and General Services Unit |
| 6 | ADMINISTRATIVE OFFICER III | NEUSTB-ADOF3-8-2022 | 14 | ₱38,764 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Gabaldon Campus |
| 7 | ADMINISTRATIVE OFFICER III (CASHIER II) | NEUSTB-ADOF3-9-2025 | 14 | ₱38,764 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Sto. Domingo Campus |
| 8 | ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I) | NEUSTB-ADOF2-7-2022 | 11 | ₱31,705 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | Fort Magsaysay Campus |

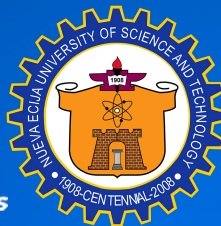


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|-----|---|-----------------------|------------------------------|-------------------|--|--------------------------------|----------------------------------|--|---------------------|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| 9 | ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) | NEUSTB-ADOFI-18-2025 | 10 | ₱26,917 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | Sto. Domingo Campus |
| 10 | ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I) | NEUSTB-ADOFI-19-2025 | 10 | ₱26,917 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | Sto. Domingo Campus |
| 11 | ADMINISTRATIVE ASSISTANT II (PROPERTY CUSTODIAN) | NEUSTB-ADAS2-12-2025 | 8 | ₱22,423 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016) | 1 hour of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | Sto. Domingo Campus |
| 12 | ADMINISTRATIVE ASSISTANT I (BUYER I) | NEUSTB-ADAS1-17-2025 | 7 | ₱20,914 | 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 (Subprofessional) First Level Eligibility | Sto. Domingo Campus |

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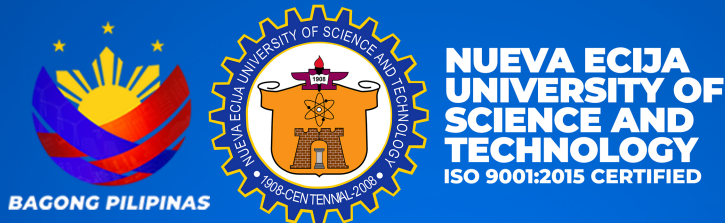


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|-----|--|-----------------------|------------------------------|-------------------|--|---------------|---------------|--|---|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| 13 | ADMINISTRATIVE AIDE VI (CLERK III) | NEUSTB-ADA6-34-2022 | 6 | ₱19,716 | 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 (Subprofessional) First Level Eligibility | Gabaldon Campus |
| 14 | ADMINISTRATIVE AIDE VI (CLERK III) | NEUSTB-ADA6-2-2025 | 6 | ₱19,716 | 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 (Subprofessional) First Level Eligibility | Sto. Domingo Campus |
| 15 | ADMINISTRATIVE AIDE IV (CLERK II) | NEUSTB-ADA4-60-2004 | 4 | ₱17,506 | 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 (Subprofessional) First Level Eligibility | General Administration and Support Services |
| 16 | ADMINISTRATIVE AIDE IV (CLERK II) | NEUSTB-ADA4-61-2004 | 4 | ₱17,506 | 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 (Subprofessional) First Level Eligibility | General Administration and Support Services |

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The NEUST 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).

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 **FEBRUARY 16, 2026, 5:00pm**

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;
5. Signed Application letter addressed to **SUC President III, RHODORA R. JUGO, EdD**. Kindly indicate the Position Title, Item Number, and Place of Assignment of the position applied in the letter;
6. Photocopy of previous and current employment certificates with duties and responsibilities (if applicable); and
7. Photocopy of training/seminar certificates (if applicable).

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:

JENNA KRISTEL M. ILUSTRE
HUMAN RESOURCE MANAGEMENT OFFICE
NEUST General Tinio Campus, General Tinio Street, Brgy. Quezon District,
Cabanatuan City, Nueva Ecija, Philippines 3100
09175930542 / neusthrrno.applications@gmail.com

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.