



**NUEVA ECija
UNIVERSITY OF
SCIENCE AND
TECHNOLOGY**
ISO 9001:2015 CERTIFIED

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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					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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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	
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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					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 / neusthrro.applications@gmail.com

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.