

Republic of the Philippines  
**EASTERN SAMAR STATE UNIVERSITY**  
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 EASTERN SAMAR STATE UNIVERSITY in the CSC website:

  
ELMA M. GUITORIA  
HRMO

Date: May 12, 2023

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 (if applicable)
1	Administrative Officer V	ADOF5-10-2023	18	46725	Bachelors degree relevant to the job	8 hours of relevant traing	2 years of relevant experience	Career service professional		ESSU Maydolong
2	Accountant II	A2-4-2023	16	39672	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	RA 1080 (Certified Public Accountant)		ESSU Maydolong
3	Administrative Officer IV	ADOF4-7-2023	15	36619	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	Career service professional		ESSU Maydolong
4	Administrative Officer III	ADOF3-7-2023	14	33843	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	Career service professional		ESSU Maydolong
5	Administrative Officer III	ADOF3-8-2023	14	33843	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	Career service professional		ESSU Maydolong
6	Administrative Officer II	ADOF2-6-2023	11	27000	Bachelors degree relevant to the job	none required	none required	Career service professional		ESSU Maydolong
7	Administrative Assisstant II	ADAS2-4-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	Career service sub professional		ESSU Maydolong
8	Administrative Assisstant II	ADAS2-5-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	Career service sub professional		ESSU Maydolong
9	Administrative Assisstant II	ADAS2-6-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	Career service sub professional		ESSU Maydolong
10	Administrative Assisstant I	ADAS1-6-2023	7	18620	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong

Interested and qualified applicants should signify their interest in writing. This office encouraged all interested and qualified applicants and promotes equal employment oppurtunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation, to include members on the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE). Attach the following documents to the application letter and send to the address below not later than May 23, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ELMA M. GUITORIA  
Head, HRMO  
Barangay Campakirit Maydolong Eastern Samar  
[essumaydolong.hrmo@gmail.com](mailto:essumaydolong.hrmo@gmail.com)

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	ADA6-9-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
2	Administrative Aide VI	ADA6-10-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
3	Administrative Aide VI	ADA6-11-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
4	Administrative Aide VI	ADA6-12-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
5	Administrative Aide VI	ADA6-13-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
6	Administrative Aide VI	ADA6-14-2023	6	17553	Completion of 2 years in college	none required	none required	Career service sub professional		ESSU Maydolong
7										
8										
9										
10										

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