

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:

TERESITA M. LOMERO
HRMO/Designate
Date: 5/18/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Accountant II	ESSUB-A2-8-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hrs. of relevant training	1 year of relevant experience	RA 1090	N/A	ESSU GUIUAN
2	Administrative Officer IV (Budget Officer)	ESSUB-ADOF4-9-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hrs. of relevant training	1 year of relevant experience	Career Service/Prof/Second Level Eligibility)	N/A	ESSU GUIUAN
3	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-8-2023	8	19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof/First Level Eligibility)	N/A	ESSU GUIUAN
4	Administrative Aide VI (Clerk III)	ESSUB-ADAG-18-2023	6	17,553.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof/First Level Eligibility)	N/A	ESSU GUIUAN
5	Administrative Aide VI (Clerk III)	ESSUB-ADAG-19-2023	6	17,553.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof/First Level Eligibility)	N/A	ESSU GUIUAN
6	Administrative Aide VI (Clerk III)	ESSUB-ADAG-20-2023	6	17,553.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof/First Level Eligibility)	N/A	ESSU GUIUAN

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 June 09, 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;
 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;
 5. This Office highly encourages all interested and qualified applicants and promotes equal opportunity 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 of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

JARED HAREM Q. CELIS
Campus Administrator
Brgy. Salug, Guiuan, E. Samar
jared.harem@essu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.