

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: 5/31/2023

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	ESSUB-ADOF5-17-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hrs. of relevant training	2 years of relevant experience	Career Service (Prof./Second Level Eligibility)	N/A	ESSU GUIUAN
2	Administrative Officer III (Cashier II)	ESSUB-ADOF3-10-2023	14	33,843.00	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 Officer III	ESSUB-ADOF3-9-2023	14	33,843.00	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
4	Administrative Officer II (Human Resource Management I)	ESSUB-ADOF2-22-2004	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
5	Administrative Assistant III (Senior Bookkeeper)	ESSUB-ADAS3-17-2023	9	21,211.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
6	Administrative Assistant II (Disbursing Officer II)	ESSUB-ADAS2-9-2023	8	19,744.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
7	Administrative Assistant II (Budgeting Assistant)	ESSUB-ADAS2-10-2023	8	19,744.00	Completion of two years studies in college	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 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;
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

hrmo@easternsamar.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.