

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 15, 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 (Human Resource Management Officer III)	ESSUB-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	ESSUB-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 (Budget Officer II)	ESSUB-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 (Cashier II)	ESSUB-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 (Supply Officer II)	ESSUB-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 (Human Resource Management Officer I)	ESSUB-ADOF2-6-2023	11	27000	Bachelors degree relevant to the job	none required	none required	Career service professional		ESSU Maydolong
7	Administrative Assistant II (Disbursing Officer II)	ESSUB-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 Assistant II (Budgeting Assistant)	ESSUB-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 Assistant II (Property Custodian)	ESSUB-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 Assistant I (Buyer I)	ESSUB-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 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 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 25, 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.

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

ELMA M. GUITORIA

Head, HRMO

Barangay Campakint Maydolong Eastern Samar

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 (Clerk III)	ESSUB-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 (Clerk III)	ESSUB-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 (Clerk III)	ESSUB-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 (Clerk III)	ESSUB-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 (Clerk III)	ESSUB-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 (Clerk III)	ESSUB-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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