


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:

  
DR. ANDRES C. PAGATPATAN, JR.  
SUC President - III

Date: 2/19/2024

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	Accountant II	ESSUB-A2-8-2023	18	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Accountant)	N/A	ESSU Borongan
2	Accountant I	ESSUB-A1-19-2023	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Accountant)	N/A	ESSU Borongan
3	College Librarian-I	ESSUB-CL1-2-2009	13	31320	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 ( Librarian)	N/A	ESSU Borongan
4	Administrative Aide VI (Clerk III)	ESSUB-ADA6-4-2011	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ESSU Borongan
5	Administrative Aide VI (Clerk III)	ESSUB-ADA6-8-2009	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ESSU Borongan
6	Administrative Aide VI (Clerk III)	ESSUB-ADA6-31-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ESSU Borongan
7	Administrative Aide IV (Clerk II)	ESSUB-ADA4-8-2012	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ESSU Borongan
8	Farm Worker-II	ESSU-FAWK2-22-2009	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	ESSU Borongan
9	Farm Worker I	ESSUB-FAWK1-81-2004	2	13619	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	ESSU Borongan

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 February 29, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet 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.
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:

DR. ANDRES C. PAGATPATAN, JR.  
SUC President III  
Maypangdan, Borongan City, Eastern Samar  
ag@essu.ph and info@essu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.