


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: 8/22/2023

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 applicable (if applicable)
1	Administrative Officer II (Management & Audit Analyst I)	ESSUB-ADOF2-12-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan (Accounting)

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 September 1, 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:

DR. ANDRES C. PAGATPATAN, JR.

SUC President III

Maypangdan, Borongan City, Eastern Samar

op@essu.ph and info@essu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.