


Republic of the Philippines  
**NORTHWEST 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 NORTHWEST SAMAR STATE UNIVERSITY in the CSC website:

  
**MARIA JONA V. TY**  
HRMO

Date: **April 13, 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	College Librarian II	CL2-27-2011	15	36,619.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)	Cataloguing, Indexing & Abstracting	College Library, San Jorge Campus
2	Administrative Assistant II (Clerk IV)	ADAS2-31-2004	08	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Accounting Office, Main Campus
3	Administrative Aide VI (Clerk III)	ADA6-18-2004	06	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Procurement Office, Main Campus
4	Administrative Aide VI (Clerk III)	ADA6-46-2011	06	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	HRMO, San Jorge Campus

**INSTRUCTIONS/REMARKS**

This University highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). Please feel free to inform the Human Resource Management Office (HRMO) in advance for the needed assistance.

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 **April 23, 2023**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Authenticated copy of performance rating in the last two rating periods (if applicable);
3. Authenticated copy of certificate of eligibility/valid license and report of rating;
4. Authenticated copy of Transcript of Records;
5. Service Record/Certificate of current/previous employment with duties & responsibilities/Authenticating copy of Position/Job Description Form/Office Memorandum Order with duties and responsibilities; and
6. Certificate/s of trainings/seminars attended(relevant).

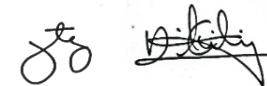
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MARIA JONA V. TY**

Administrative Officer V (HRMO III)

Rueda Street, Calbayog City, Samar

[hrmo@nwssu.edu.ph](mailto:hrmo@nwssu.edu.ph)



**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**