

Republic of the Philippines  
NORTHWEST SAMAR STATE UNIVERSITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Northwest Samar State University in the CSC website:

Date: November 26, 2018

MARIA JONA V. TY  
Administrative Officer II/OIC-HRMO

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Human Resource Management Officer III)	ADOFS-27-2004	18	38,085.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility	RSP, L&D, PM, R&R, Benefits, Compensation & Welfare Management	HRMO, Main Campus
2	Accountant III	A3-6-2011	19	42,099.00	Bachelors Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080(CPA)	Preparation & Interpretation of FS & Reports, Accounts Reconciliation, Accounting for Appropriations, Allowments, Obligations, Revenues & Expenditures	Accounting, San Jorge Campus
3	Administrative Aide VI/Clerk III)	ADA6-21-2004	06	14,340.00	Completion of Two-year studies in College	None Required	None Required	CS Sub- professional/First Level Eligibility	Data Encoding, Records Keeping & Filing	Registrar, Main Campus
4	Administrative Aide VI/Clerk III)	ADA6-46-2011	06	14,340.00	Completion of Two-year studies in College	None Required	None Required	CS Sub- professional/First Level Eligibility	Data Encoding, Records Keeping & Filing	HRMO, San Jorge Campus
5	Administrative Aide VI/Automotive Mechanic II)	ADA6-16-2004	06	14,340.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (Automotive Servicing)(MC 10, S. S. 2013 - Cat II)	Auto-Electrical Servicing, Auto- Electrical Heating, Ventilation & Airconditioning	GSO, Main 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 **December 7, 2018**.

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 rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license;
4. Authenticated copy of Transcript of Records;
5. Service Record/Certificate of current/previous employment; 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 II/OIC-HRMO

NwSSU, Ruveda St., Brgy. Balud, Calbayog City, Samar

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Administrative Aide IV(Clerk II)	ADA4-19-2004	04	12,674.00	Completion of Two-year studies in College	None Required	None Required	CS Sub- professional/First Level Eligibility	Data Encoding: Records Keeping & Filing	HRMO, Main Campus
7	Administrative Aide IV(Electrician I)	ADA4-50-2011	04	12,674.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (MC 10, S. 2013-Cat II)(less than 250 volts)	Building Wiring Installation; Motor/Generator Servicing	GSO, San Jorge Campus
8	Administrative Aide III(Clerk I)	ADA3-21-2004	03	11,914.00	Completion of Two-year studies in College	None Required	None Required	CS Sub- professional/First Level Eligibility	Data Encoding: Records Keeping & Filing	Procurement, Main Campus
9	Administrative Aide III(Clerk I)	ADA3-56-2011	03	11,914.00	Completion of Two-year studies in College	None Required	None Required	CS Sub- professional/First Level Eligibility	Data Encoding: Records Keeping & Filing	Registrar, San Jorge Campus
-x-x-x-x- NO MORE ENTRY -x-x-x-x-x										

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