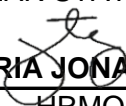


Republic of the Philippines  
**NORTHWEST SAMAR STATE UNIVERSITY**  
Request for Publication of Vacant Positions

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: **December 6, 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	Chief Administrative Officer	CADOF-13-2023	24	90,078.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional/Second Level Eligibility	Chief Administrative Officer	Administrative Division, Main Campus
2	Chief Administrative Officer	CADOF-14-2004	24	90,078.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional/Second Level Eligibility	Chief Administrative Officer	Finance Division, Main Campus
3	Attorney IV	ATY4-22-2023	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Attorney)	Attorney IV	Legal Unit, Main Campus
4	Legal Assistant III	LEA3-21-2023	14	33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	CS Professional/Second Level Eligibility	Legal Assistant III	Legal Unit, Main Campus

5	Legal Assistant II	LEA2-20-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	CS Professional/ Second Level Eligibility	Legal Assistant II	Legal Unit, Main Campus
6	Administrative Aide VI (Clerk III)	ADA6-12-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Legal Unit, Main Campus
7	Supervising Administrative Officer	SADOF-11-2023	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	Supervising Administrative Officer	Administrative Division, Main Campus
8	Supervising Administrative Officer	SADOF-12-2023	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	Supervising Administrative Officer	Finance Division, Main Campus
9	Information Technology Officer I	ITO1-31-2023	19	51,357.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Information Technology Officer I	Information and Communications Technology Unit, Main Campus
10	Information Systems Analyst II	INFOSA2-30-2023	16	39,672.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Information Systems Analyst II	Information and Communications Technology Unit, Main Campus
11	Information Systems Analyst I	INFOSA1-29-2023	12	29,165.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Information Systems Analyst I	Information and Communications Technology Unit, Main Campus
12	Administrative Aide VI (Clerk III)	ADA6-4-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Information and Communications Technology Unit, Main Campus
13	Administrative Officer V	ADOF5-11-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer V	General Services Unit, Main Campus
14	Administrative Officer IV	ADOF4-17-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer IV	General Services Unit, Main Campus
15	Administrative Officer III	ADOF3-13-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer III	General Services Unit, Main Campus
16	Administrative Officer I	ADOF1-6-2023	10	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Administrative Officer I	General Services Unit, Main Campus

17	Administrative Assistant II	ADAS2-7-2023	8	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	Administrative Assistant II	General Services Unit, Main Campus
18	Administrative Aide VI (Clerk III)	ADA6-18-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	General Services Unit, Main Campus
19	Administrative Officer V	ADOF5-12-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer V	Procurement Unit, Main Campus
20	Administrative Officer III	ADOF3-14-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer III	Procurement Unit, Main Campus
21	Administrative Officer I	ADOF1-9-2023	10	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Administrative Officer I	Procurement Unit, Main Campus
22	Administrative Officer V (Records Officer III)	ADOF5-13-2023	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Records Officer III	Records Unit, Main Campus
23	Administrative Officer III (Records Officer II)	ADOF3-15-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Records Officer II	Records Unit, Main Campus
24	Administrative Officer I (Records Officer I)	ADOF1-10-2023	10	23,176.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Records Officer I	Records Unit, Main Campus
25	Administrative Officer V	ADOF5-14-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer V	Quality Assurance Office, Main Campus
26	Administrative Officer IV	ADOF4-20-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer IV	Quality Assurance Office, Main Campus
27	Administrative Officer II	ADOF2-11-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Administrative Officer II	Quality Assurance Office, Main Campus
28	Internal Auditor III	IAUD3-25-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Internal Auditor III	Internal Audit Unit, Main Campus
29	Internal Auditor II	IAUD2-24-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Internal Auditor II	Internal Audit Unit, Main Campus

30	Internal Auditor I	IAUD1-23-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Internal Auditor I	Internal Audit Unit, Main Campus
31	Information Officer III	INFO3-28-2023	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Information Officer III	Information Unit, Main Campus
32	Information Officer II	INFO2-27-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Information Officer II	Information Unit, Main Campus
33	Information Officer I	INFO1-26-2023	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Information Officer I	Information Unit, Main Campus
34	Administrative Aide VI (Clerk III)	ADA6-10-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Information Unit, Main Campus
35	Project Development Officer III	PDO3-16-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Project Development Officer III	Project Management Unit, Main Campus
36	Project Development Officer II	PDO2-15-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Project Development Officer II	Project Management Unit, Main Campus
37	Project Development Officer I	PDO1-14-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Project Development Officer I	Project Management Unit, Main Campus
38	Planning Officer III	PLO3-19-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Planning Officer III	Planning Unit, Main Campus
39	Planning Officer II	PLO2-18-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Planning Officer II	Planning Unit, Main Campus
40	Planning Officer I	PLO1-17-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Planning Officer I	Planning Unit, Main Campus
41	Administrative Aide VI (Clerk III)	ADA6-13-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Planning Unit, Main Campus
42	Accountant II	A2-10-2023	16	39,672.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Accountant II	Accounting Unit, Main Campus

43	Accountant I	A1-12-2023	12	29,165.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	Accountant I	Accounting Unit, Main Campus
44	Administrative Assistant III (Senior Bookkeeper)	ADAS3-4-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility	Senior Bookkeeper	Accounting Unit, Main Campus
45	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-18-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Human Resource Management Officer II	Human Resource Management Unit, Main Campus
46	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-8-2023	8	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	Human Resource Management Assistant	Human Resource Management Unit, Main Campus
47	Administrative Officer IV (Budget Officer II)	ADOF4-19-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Budget Officer II	Budget Unit, Main Campus
48	Administrative Officer II (Budget Officer I)	ADOF2-10-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Budget Officer I	Budget Unit, Main Campus
49	Administrative Officer III (Cashier II)	ADOF3-12-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Cashier II	Cash Unit, Main Campus
50	Administrative Aide VI (Clerk III)	ADA6-17-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Cash Unit, Main Campus
51	Administrative Officer III (Supply Officer II)	ADOF3-16-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Supply Officer II	Supply & Property Management Unit, Main Campus
52	Administrative Officer I (Supply Officer I)	ADOF1-11-2023	10	23,176.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Supply Officer I	Supply & Property Management Unit, Main Campus
53	Administrative Assistant III	ADAS3-3-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility	Administrative Assistant III	Office of the University Board Secretary, Main Campus
54	Administrative Aide VI (Clerk III)	ADA6-3-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Office of the University Board Secretary, Main Campus
55	Administrative Assistant III	ADAS3-2-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility	Administrative Assistant III	Office of the University President, Main Campus

56	Administrative Aide VI (Clerk III)	ADA6-2-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Office of the University President, Main Campus
57	Administrative Assistant I	ADAS1-11-2023	7	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Administrative Assistant I	Office of the Vice President for Administrative Affairs
58	Administrative Officer V	ADOF5-10-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Administrative Officer V	Office of the Campus Director, San Jorge Campus
59	Administrative Aide VI (Clerk III)	ADA6-5-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Office of the Campus Director, San Jorge Campus
60	Accountant II	A2-9-2023	16	39,672.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Accountant II	Accounting Unit, San Jorge Campus
61	Administrative Officer II (Human Resource Management Officer I)	ADOF2-9-2023	11	27,000.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Human Resource Management Officer I	Human Resource Management Unit, San Jorge Campus
62	Administrative Officer I (Records Officer I)	ADOF1-7-2023	10	23,176.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Records Officer I	Records Unit, San Jorge Campus
63	Administrative Aide VI (Clerk III)	ADA6-7-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Records Unit, San Jorge Campus
64	Administrative Officer I (Supply Officer I)	ADOF1-8-2023	10	23,176.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Supply Officer I	Supply & Property Management Unit, San Jorge Campus
65	Administrative Assistant II (Property Custodian)	ADAS2-10-2023	8	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	Property Custodian	Supply & Property Management Unit, San Jorge Campus
66	Administrative Assistant III (Senior Bookkeeper)	ADAS3-1-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility	Senior Bookkeeper	Accounting Unit, San Jorge Campus
67	Administrative Aide VI (Clerk III)	ADA6-8-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Accounting Unit, San Jorge Campus
68	Administrative Assistant II (Disbursing Officer II)	ADAS2-9-2023	8	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	Disbursing Officer II	Cash Unit, San Jorge Campus

69	Administrative Aide VI (Clerk III)	ADA6-6-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Cash Unit, San Jorge Campus
70	Administrative Assistant II (Budgeting Assistant)	ADAS2-12-2023	8	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	Budgeting Assistant	Budget Unit, San Jorge Campus
71	Administrative Aide VI (Clerk III)	ADA6-9-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Clerk III	Budget Unit, San Jorge Campus
72	Administrative Assistant I (Buyer I)	ADAS1-10-2023	7	18,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Buyer I	Procurement Unit, 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 **December 16, 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/Authenticated 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.**