

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: **March 26, 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	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

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 5, 2024**.

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;

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



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.