


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

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

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:


EDSEL A. BARRO
Head, HRMO

Date: December 14, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Career Service (Sub-Professional) /First Level Eligibility			
1	Administrative Assistant III (Senior Bookkeeper)	ESSUB-ADAS3-18-2023	9	21,211.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) /First Level Eligibility	N/A	ESSU Can-avid (Accounting Unit)	
	---NOTHING FOLLOWS---										

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 28, 2023.

1. Fully accomplished [notarized] Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating period (if applicable);
3. Authenticated certificate of eligibility/rating/license; and
4. Authenticated Transcript of Records.
5. This University highly encourages all interested and qualified applicants and promotes equal employment 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 may hand in or send through email their application to:

GERONIMO A. ELLADO, Ph.D.
Campus Administrator
National Road, Brgy. 10, Can-avid, Eastern Samar
essucanavidrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.