

Republic of the Philippines
EASTERN 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 EASTERN SAMAR STATE UNIVERSITY in the CSC website:


TERESITA M. LOMERO
HRMO Designate

Date: 5/23/2023

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	Accountant II	ESSUB-A2-6-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hrs. of relevant training	1 year of relevant experience	RA 1080	N/A	ESSU GUIUAN
2	Administrative Officer IV (Budget Officer I)	ESSUB-ADOF4-9-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hrs. of relevant training	1 year of relevant experience	Career Service (Prof./Second Level Eligibility)	N/A	ESSU GUIUAN
3	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-8-2023	8	19,744.00	Completion of two-year studies in college.	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
4	Administrative Aide VI (Clerk III)	ESSUB-ADA6-18-2023	6	17,553.00	Completion of two-year studies in college.	None required	None required	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
5	Administrative Aide VI (Clerk III)	ESSUB-ADA6-19-2023	6	17,553.00	Completion of two-year studies in college.	None required	None required	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN
6	Administrative Aide VI (Clerk III)	ESSUB-ADA6-20-2023	6	17,553.00	Completion of two-year studies in college.	None required	None required	Career Service (Sub-Prof./First Level Eligibility)	N/A	ESSU GUIUAN

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 June 14, 2023.

1. Fully accomplished 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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal 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 are advised to hand in or send through courier/email their application to:


JARED HAREM Q. CELIS

Campus Administrator

Brgy. Salug, Guiuan, E. Samar

hrmo@essu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.