

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

  
**JUNELLE R. GUERRA, RPsy**  
HRMO III

Date: December 13, 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	Administrative Officer II	SSUB-ADOF2-18-2004	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	<a href="https://bit.ly/484mhDk">https://bit.ly/484mhDk</a>	Procurement Unit (BAC) - SSU-Main Campus

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 27, 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](http://www.csc.gov.ph);
  2. Photocopy of Transcript of Records;
  3. Performance rating in the last rating period (if applicable);
  4. Photocopy of certificate of eligibility/rating/license;
  5. Work Experience Sheet; and
5. The University encourages all qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identity and Expression (SOGIE) to apply. PWD applicants must inform the Office on what assistance they need during the interview and other recruitment an selection process.

**QUALIFIED APPLICANTS** are advised to hand in or apply online through this link - <https://bit.ly/applySSU>

**MARILYN D. CARDOSO, Ph.D.**

University President

Samar State University

Brgy. Guindapunan, Catbalogan City, Samar

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**