

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 7, 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 IV (Budget Officer II)	SSUB-ADOF4-15-2009	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	https://bit.ly/3uE8eps	Budget Unit - SSU-Main Campus
2	Administrative Officer II	ADOF2-18-2004	11-1	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	https://bit.ly/46JO9eV	Procurement Unit (BAC) - SSU-Main Campus
3	Administrative Officer I (Supply Officer I)	SSUB-ADOF1-188-2004	10-1	23,176.00	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	https://bit.ly/47MBOrB	SSU- Mercedes Campus
4	Master Fisherman II	SSUB-MFISH2-1-2014	8-1	19,744.00	Must be able to read and write	4 hours of relevant training	1 year of relevant experience	None Required (MC No. 10, 2013 - Cat. III) s.	https://bit.ly/3RtW4J1	SSU- Mercedes Campus
5	Quartermaster	SSUB-QM-48-2004	4-1	15,586.00	High School Graduate	None Required	None Required	None Required (MC No. 10, 2013 - Cat. III) s.	https://bit.ly/47J1KnR	SSU- Mercedes 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 18, 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. Photocopy of Transcript of Records;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Work Experience Sheet

6. 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.

