

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: February 14, 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	SUC President III	SSUB-SUCPRES3-1-2007	29-1	167,432.00	Doctorate degree from a CHED-recognized HEI or foreign institution accredited by its respective higher education ministry/ commission or appropriate regulatory body, which is defined as Level 8 in the PQF, under RA No. 10968; Honoris Causa Doctorate Degrees: not considered for SSU University President)	None Required	5 years in position/s involving management and supervision	None Required	1. Academic Leader 2. Institution Builder 3. Resource Mobilizer; and 4. Fund Raiser Other QS: 1. Must not be less than thirty-five (35) years old and not more than sixty-one (61) years old at the time of application for the position (61 years old shall mean from actual date of birth and not a day older beyond 61 years old). 2. Must be a natural-born Filipino citizen. 3. Must be of good moral character. 4. Proven track record as SUC/LUC administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five years; and 5. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.	Office of the University President

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 **February 29, 2024**

- Detailed Curriculum Vitae, attested and signed by the applicant; (this document should be notarized)
- Certified true copy of documents in support of the data stated in the Curriculum Vitae. HRM Officer of the organization where the applicant comes from, may certify the authenticity of documents.
- Published research work, if any;
- Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for SSU.

5. Certificates/clearances from the following government agencies, obtained not more than one (1) month from filing the date of the application, indicating that the applicant has not been found guilty in any administrative or criminal case:
*National Bureau of Investigation, Sandiganbayan, Civil Service Commission, Office of the City Prosecutor, Office of the Ombudsman (for government employees), Institution/Company where the applicant is presently employed
 6. Birth Certificate issued by the Philippine Statistics Authority (PSA)
 7. Medical certificate of physical fitness issued by the physician from a government health institution, not in any way connected with the applicant or the SUC applied for;
 8. Medical certificate of physical fitness issued by a physician from a government health institution, not in any way connected with the applicant or the SUC applied for;
 9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
 10. Neuro-psychiatric examination result obtained from a government health institution. In case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant.
 11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212);
 12. 2022 Statement of Assets, Liabilities, and Net Worth (SALN) made under oath for government employees.
- 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 and selection process.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. MARITA R. CANAPI

Chairperson, SSU BOR/ CHED Commissioner

Commission on Higher Education

4th Floor HEDC Building, C.P. Garcia Avenue UP Campus, Diliman, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.