

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: August 30, 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 Assistant III (Automotive Mechanic III) | ADAS3-23-2004 | 9-1 | 21,211.00 | High School graduate or completion of vocational/trade course | Four (4) hours of relevant training | One (1) year of relevant experience | Mechanic (Automotive Servicing) (MC 10, s. 2013-Cat.II) | 1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Possess high level of skills & problem solving ability along automotive operations & issues; 4. Experienced in engine trouble shooting/repair; 5. NC II Holder. | General Services (SSU-Main Campus) |
| 2 | Administrative Aide V (Carpenter II) | ADA5-9-2008 | 5-1 | 16,543.00 | Elementary School Graduate | None Required | None Required | Carpenter (MC No. 10, s. 2013-Cat. II) | 1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Demonstrate proficient skills in carpentry & masonry, and physical plant maintenance. | General Services (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 **September 11, 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. Certificate of Employment/ Service Record;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; 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 send through courier/email their application to:

MARILYN D. CARDOSO, Ph.D.
University President
Samar State University
Brgy. Guindapunan, Catbalogan City, Samar
info@ssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.