


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: April 19, 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	Executive Assistant III	EXA3-4-2009	20-1	57,347.00	Bachelor's Degree	Eight (8) hours of training	Two (2) years of experience	Career Service (Professional)/ Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Delivering service excellence;</li> <li>2. Exemplifying professionalism and integrity;</li> <li>3. Exemplifying excellent verbal and written communication skills (business correspondence, technical report and speech writing, copywriting skills, editorial skills);</li> <li>4. Adept in support administration, information and records management, research and data analysis, management of the University's image and branding;</li> <li>5. Proficient along governing rules and policies relevant to SUC operations, local and international engagement and protocols and along data privacy, security and confidentiality;</li> <li>6. Exemplifying leadership, supervision and people management.</li> </ol>	Office of the University President (SSU-Main Campus)
2	Accountant III	A3-1-2009	19-1	51,357.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	<ol style="list-style-type: none"> <li>1. Delivering service excellence;</li> <li>2. Exemplifying professionalism and integrity;</li> <li>3. Solving problems and making decisions;</li> <li>4. Demonstrating personal effectiveness;</li> <li>5. Written and verbal communication and coordination;</li> <li>6. Championing and applying innovation;</li> <li>7. Managing Information;</li> <li>8. Strong Leadership supervision and motivational skills;</li> <li>9. Experienced along IT application and its integration to financial management operations and services;</li> <li>10. Technical expertise on financial matters relative to accounting and auditing laws rules and regulations.</li> </ol>	Accounting Unit - SSU-Main Campus
3	Administrative Aide III (Utility Worker II)	ADA3-22-2008	3-1	14,678.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	<ol style="list-style-type: none"> <li>1. Demonstrates professional and ethical behaviour;</li> <li>2. Exemplifies SSU's core values;</li> <li>3. Knowledgeable on solid waste management.</li> </ol>	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 **May 2, 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; 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](mailto:info@ssu.edu.ph)

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