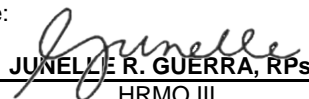


Republic of the Philippines
SAMAR STATE UNIVERSITY
Request for Publication of Vacant Positions

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 16, 2022

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	ADOF2-20-2004	11-1	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Data and Records Management; 4. Planning and organizing; 5. Written and verbal communication and coordination; 6. Demonstrate proficiency in the implementation of the four (4) HR systems and Leave Administration.	Human Resource Management Office (SSU-Paranas Campus)
2	Administrative Assistant III (Automotive Mechanic III)	ADAS3-23-2004	9-1	20,402.00	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)
3	Marine Engineman II	ME2-37-2004	6-1	16,877.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Engineman (MC No. 10,s. 2013 - Cat. II)	1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Demonstrate knowledge on over all repairs of marine engines and auxiliaries.	SSU-Mercedes Campus
4	Administrative Aide V (Carpenter II)	ADA5-9-2008	5-1	15,909.00	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 **August 26, 2022**

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.