


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 1, 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	Accountant III	A3-1-2009	19-1	49,835.00	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)	1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Solving problems and making decisions; 4. Demonstrating personal effectiveness; 5. Strong leadership supervision and motivational skills ; Championing and applying innovation; 6. Technical expertise on financial matters relative to accounting and auditing laws rules and regulations.	Accounting Unit - SSU-Main Campus
2	Administrative Officer I (Cashier I)	ADOF1-190-2004	10-1	22,190.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	1. Delivering service excellence; 2. Exemplifying professionalism and integrity; 3. Demonstrating personal effectiveness; 4. Experienced along IT application and its integration to financial management operations and services; 5. Technical expertise on financial matters relative to Cash Management and experienced in accounting processes and COA laws, rules and regulations.	Cashier Unit -SSU - Paranas 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 12, 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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.