

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 28, 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	Chief Administrative Officer	CADOF-3-2004	24-1	88,410.00	Master's Degree	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Technical expertise along all administrative functions and governing rules and regulations;</li> <li>2. Able to design and implement innovative initiatives, programs, and solutions to address organizational gaps and problems, and regularly perform risk analysis and management;</li> <li>3. Able to build collaborative, inclusive, and synergistic working relationships within the organization and across the different partner agencies and stakeholders;</li> <li>4. Foster an organizational culture of high performing administrative employees driven by excellence and responsive to customer needs;</li> <li>5. Strong leadership, supervision, and motivational skills;</li> <li>6. Strong analytical, critical thinking, and decision-making skills;</li> <li>7. Expertise on matters relative to RA 9184 and its IRR, supply management, fiscal planning &amp; budgeting laws.</li> </ol>	SSU-Main Campus
2	Nurse II	NURS2-2-2021	16-1	38,150.00	Bachelor's of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	<ol style="list-style-type: none"> <li>1. Demonstrates high standards of professional and ethical behaviour;</li> <li>2. Exemplifies SSU's core values;</li> <li>3. Demonstrates excellent interpersonal skills and inclusive and competent care for all clients/patients;</li> <li>4. Proficient in occupation health and safety management, and health and wellness management;</li> <li>5. Possess critical and problem-solving skills.</li> </ol>	SSU-Paranas Campus
3	Registrar II	R2-11-2008	15-1	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Demonstrates high standards of professional and ethical behaviour;</li> <li>2. Exemplifies SSU's core values;</li> <li>3. Proficient in document and records management, relevant governing rules and regulations, and quality assurance/accreditation activities;</li> <li>4. Driven towards providing excellent customer and administrative services;</li> <li>5. Driven towards creating innovative solutions to address gaps in unit operations and overall improvement of services;</li> <li>6. Possess critical and problem-solving skills;</li> <li>7. Possess excellent communication and digital skills.</li> </ol>	SSU-Main Campus

4	Science Research Specialist I	SRAS1-15-2004	13-1	29,798.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	1. Demonstrates high standards of professional and ethical behaviour; 2. Exemplifies SSU's core values; 3. Possesses excellent communication and digital skills; 4. Proficient in program/project/research management and report writing; 5. Proficient in document and records management, and quality assurance activities; 6. Possesses critical and problem-solving skills.	SSU-Main Campus
5	Quartermaster	QM-48-2004	4-1	14,993.00	High School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	1. Demonstrates professional and ethical behaviour; 2. Possess the ability to strategically identify and assess the risks, safety, and hazards inherent to function.	SSU-Mercedes Campus
6	Administrative Aide III (Utility Worker II)	ADA3-47-2004	3-1	14,125.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	1. Demonstrates professional and ethical behaviour; 2. Knowledgeable on solid waste management.	SSU-Main Campus
7	Administrative Aide III (Driver I)	ADA3-58-2004	3-1	14,125.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	1. Demonstrates professional and ethical behaviour; 2. Possess critical and problem-solving skills; 3. Possess the ability to strategically identify and assess the risks, safety, and hazards inherent to function.	SSU-Paranas Campus
8	Watchman I	WCHM1-60-2004	2-1	13,305.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	1. Demonstrates professional and ethical behaviour; 2. Possess critical and problem-solving skills; 3. Possess the ability to strategically identify and assess the risks, safety, and hazards inherent to function.	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 **March 11, 2022**

The University encourages all qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to apply. PWD applicants must inform the Office on what assistance they need during the interview and other recruitment an selection process.

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. 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. Photocopy of Transcript of Records.

**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.**