

Republic of the Philippines  
**EASTERN 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 EASTERN SAMAR STATE UNIVERSITY in the CSC website:

**ANDRES C. PAGATPATAN, JR., Ph.D.**

University President

Date: June 8, 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 Officer V	ESSUB- ADOF5-16- 2023	18	46725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	ESSU-Salcedo Campus
2	Accountant II	ESSUB-A2-5- 2023	16	39672	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (Certified Public Accountant)	N/A	ESSU-Salcedo Campus
3	Administrative Officer IV (HRMO II)	ESSUB- ADOF4-8- 2023	15	36619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	ESSU-Salcedo Campus
4	Administrative Officer I (Records Officer I)	ESSUB- ADOF1-6- 2023	10	23176	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	ESSU-Salcedo Campus
5	Administrative Officer I (Supply Officer I)	ESSUB- ADOF1-7- 2023	10	23176	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	ESSU-Salcedo Campus

6	Administrative Assistant III (Senior Bookkeeper)	ESSUB-ADAS3-16-2023	9	21211	Completion of Two (2) years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo Campus
7	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-7-2023	8	19744	Completion of Two (2) years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo Campus
8	Administrative Assistant I (Buyer I)	ESSUB-ADAS1-6-2023	7	18620	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo Campus
9	Administrative Aide VI (Clerk III)	ESSUB-ADA6-15-2023	6	17553	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo Campus
10	Administrative Aide VI (Clerk III)	ESSUB-ADA6-16-2023	6	17553	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo Campus
11	Administrative Aide VI (Clerk III)	ESSUB-ADA6-17-2023	6	17553	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	N/A	ESSU-Salcedo 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 June 18, 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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender and expression (SOGIE)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
**DR. MIR-I-NISA Y. BOCO, Ed.D.**

Campus Administrator

ESSU-Salcedo Campus, Salcedo, Eastern Samar

[essu\\_salcedo@yahoo.com](mailto:essu_salcedo@yahoo.com)

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