

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:


EDMUNDO A. CAMPOTO, Ph. D.
SUC President

Date: 8-Oct-18

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	ESSUB-ADAS1-17-2007	7	15254	Completion of two years studies	None	None	Career Service	Computer	ESSU Borongan
	Assistant-I				in college or High School Graduate with relevant	Required	Required	(Subprofessional)	Skills	
	(Computer Operator-I)				vocational/trade course			Data Encoder		
							(MC 11 s. 96-Cat. I)			
2	Administrative	ESSUB-ADAS1-29-2004	7	15254	Completion of two years studies	None	None	Career Service	Computer	ESSU Borongan
	Assistant-I				in college or High School Graduate with relevant	Required	Required	(Subprofessional)	Skills	
	(Computer Operator-I)				vocational/trade course			Data Encoder		
							(MC 11 s. 96-Cat. I)			
							First Level Eligibility			

Interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation should signify their interest in writing. Attached the following documents to the application letter and send to the address below not later that October 31, 2018.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

EDMUNDO A. CAMPOTO, Ph. D.

President

Maypangdan, Borongan City, E. Samar

edmundocampoto@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.