

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 (ESSU - Guiuan) in the CSC website:

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

Campus Administrator

Date: October 18, 2018

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 Aide IV	ESSUB-ADA4-9-2010	4	P12,674.00	Completion of two year studies in college	None required	None required	First level of eligibility / CSC Sub-Prof.		ESSU - GUIUAN
2										
3										
4										
5										

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 \_\_\_\_\_.

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.

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

**DR. ANDRES C. PAGATPATAN JR.**

Campus Administrator

Brgy. Salug, Guiuan, E. Samar

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.