

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.**

SUC President

Date: 23-Apr-21

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	Board Secretary V	ESSUB-BS5-2-2004	24	88742.00	Bachelor's degree	24 hours of relevant Training	4 years of relevant Experience	CS Professional/ Second Level Eligibility	-	ESSU Borongan
2	Chief Administrative Officer (Financial Management Officer-II)	ESSUB-CADOF-37-2011	24	88742.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	CS Professional/ Second Level Eligibility	-	ESSU Borongan
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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 May 10, 2021,

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:

**ANDRES C. PAGATPATAN, JR.**

SUC President

Maypangdan, Borongan City, E. Samar

[op@essu.edu.ph](mailto:op@essu.edu.ph) and [info@essu.edu.ph](mailto:info@essu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.