

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: 6-Jul-20

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 Assistant-I (Computer Operator-I)	ESSUB-ADAS1-17-2007	7	16458	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional); Data Encoder: (MC 11 s. 96-Cat. I) First Level Eligibility	Computer Literate	ESSU Borongan
2	Administrative Aide VI (Clerk- III)	ESSUB-ADA6-4-2011	6	15524	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	n/a	ESSU Borongan

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 July 17, 2020.

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:

EDMUNDO A. CAMPOTO, Ph. D.  
President  
Maypangdan, Borongan City, E. Samar  
[edmundocampoto@yahoo.com](mailto:edmundocampoto@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.