

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 of the Eastern Samar State University in the CSC website:

EDMUNDO A. CAMPOTO, DVM, Ph.D.
SUC President

Date: _____

No.	Position Title (Paranthaletical 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 III (Driver I)	ESSUB-ADA3-48-2004	3	13,572.00	Elementary School Graduate	None Required (Preferably with NC II - Driving)	1 year in driving	Professional Driver's License	1. Driving Proficiency; 2. Basic Troubleshooting, Preventive Maintenance; 3. Supervisory tasks, Generate Reports	ESSU Can-avid

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 than January 20, 2021

1. Application Letter;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
NOTE: Please make sure that every page of the PDS is signed, duly notarized and according to the guidelines of the Civil Service Commission (CSC)
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Certificates of Trainings;
5. Authenticated copy of Civil Service Certificate of Eligibility and/or Board/Bar Rating; and
6. Photocopy of Transcript of Records.

ALL APPLICATIONS SENT THRU EMAIL SHALL BE SUBMITTED IN PORTABLE DOCUMENT FORMAT (PDF), MUST BE CLEAR AND READABLE COPIES
APPLICATIONS RECEIVED BEYOND THE DEADLINE WILL NOT BE ACTED UPON.

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

EDSEL A. BARRO

Administrative Officer IV

ESSU Can-avid Campus, Can-avid, Eastern Samar

essucanavidhrmo@gmail.com ; essucanavidhrmo.weebly.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.