

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 filed, at the EASTERN SAMAR STATE UNIVERSITY in the CSC website:

JANICE DYAN G. QUILONA, DIT

Head, HRMO

Date: February 14, 2024

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	Security Guard II	ESSUB-SECG2-33-2004	5	16543	High School Graduate	None Required	None Required	Security Guard License	N/A	ESSU Can-avid

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 February 29, 2024.

1. Fully accomplished [notarized] Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating period (if applicable);
3. Authenticated certificate of eligibility/rating/license;
4. Authenticated Transcript of Records;
5. Photocopies of Trainings/Seminars;
6. Certificate of Employment;
7. This University highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS may hand in or send through email their application to:

GERONIMO A. ELLADO, Ph.D.

Campus Administrator

National Road, Brgy. 10, Can-avid, Eastern Samar

essucanavidrrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.