

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, Ph.D.**  
SUC President

Date: \_\_\_\_\_

No.	Position Title (Paranthal 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 Officer IV (Anticipated Vacancy)	ESSUB-ADOF4-15-2004	15	32,053.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ Second Level Eligibility		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 that September 21, 2020.

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);
3. Authenticated copy of Civil Service Certificate of Eligibility and/or Board/Bar Rating; and
4. 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:

**BERNARDITA L. ROBEDIZO**

Head, Human Resource Management Office

Can-avid, Eastern Samar

[essucanavidhrmo@gmail.com](mailto:essucanavidhrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**