

Republic of the Philippines
EASTERN SAMAR STATE UNIVERSITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

Date: November 20, 2023

EDSEL A. BARRO
Head, HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Administrative Officer III)	ESSUB-ADOF5-18-2023	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	ESSU Can-avid (Administrative & Support Services)
2	Administrative Officer III (Cashier II)	ESSUB-ADOF3-11-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	ESSU Can-avid (Cash Unit)
3	Administrative Officer III (Supply Officer II)	ESSUB-ADOF3-12-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	N/A	ESSU Can-avid (Supply & Property & Management Office)
4	Administrative Assistant II (Disbursing Officer II)	ESSUB-ADAS2-1-2023	8	19,744.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	ESSU Can-avid (Cash Unit)
5	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-2-2023	8	19,744.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	ESSU Can-avid (Supply & Property Mgt. Office)
	...NOTHING FOLLOWS...									

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 November 30, 2023.

1. Fully accomplished 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. Photocopy of training/seminar attended; and
 6. Certificate of employment.
5. 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).
6. Please see post on ESSU Can-avid Official Facebook Page/posting at the University Premises for more details like the duties and responsibilities.

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

essucanavidrmo@gmail.com