

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

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. DAMPOTO, DVM, Ph.D.**  
SUC President

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

No.	Position Title (Paranthetical 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 Aide VI (Clerk III)	ESSUB-ADDA6-9-2006	6	15,524.00	Completion of 2-year studies in college or high school with relevant vocational/ trade course	None Required	None Required	Career Service (Sub Professional) First 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 than **December 14, 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:

**EDSEL A. BARRO**

Administrative Officer IV

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

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

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