


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:


EDSEL A. BARRO
Head, HRMO

Date: September 6, 2023

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | Eligibility | Competency (if applicable) | Place of Assignment |
|-----|---|---------------------|------------------------|----------------|--|------------------------------|-------------------------------|---|----------------------------|---|
| | | | | | Education | Training | Experience | | | |
| 1 | Administrative Officer III (Supply Officer II) | ESSUB-ADOF3-12-2023 | 14 | 33,843.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) / Second Level Eligibility | N/A | ESSU Can-avid: (Unit - Supply & Property Mgt.) |
| 2 | Administrative Assistant I (Buyer I) | ESSUB-ADAS1-7-2023 | 7 | 18,620.00 | Completion of two-years study in college | None Required | None Required | Career Service (Sub-Professional) / First Level Eligibility | N/A | ESSU Can-avid: (Unit - Procurement Services) |
| 3 | Administrative Aide VI (Clerk III) | ESSUB-ADA3-23-2023 | 6 | 17,553.00 | Completion of two-years study in college | None Required | None Required | Career Service (Sub-Professional) / First Level Eligibility | N/A | ESSU Can-avid (Unit - Information & Communications Technology Center) |
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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 September 19, 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 (if any).
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.