

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 Position

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


JARED HAREM O. CELIS, MIT
 OIC - Campus Administrator
 Date: April 20, 2021

No. (Parentetical Title, if applicable)	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV (Management & Audit Analyst I)	ESSUB-ADOF-4-16-2004	15	33,575.00	Bachelor Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Prof. Second Level Eligibility)	-	ESSU Guiuan

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 May 05, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JARED HAREM O. CELIS, MIT
 OIC - Campus Administrator
 Brgy. Salug, Guiuan, E. Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.