

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, at the EASTERN SAMAR STATE UNIVERSITY in the CSC website.

  
ELMA M. GUITORIA  
HRMO

Date: July 4, 2023

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 (Human Resource Management Officer III)	ESSUB-ADOF5-15-2023	18	46725	Bachelors Degree	8 hours of relevant training	2 years of relevant experience	Career service professional/ 2nd level eligibility		ESSU Maydolong
2	Accountant II	ESSUB-A2-4-2023	16	39672	Bachelors Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)		ESSU Maydolong
3	Administrative Officer III (Cashier II)	ESSUB-ADOF3-7-2023	14	33843	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career service professional/ 2nd level eligibility		ESSU Maydolong
4	Administrative Officer III (Supply Officer II)	ESSUB-ADOF3-8-2023	14	33843	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career service professional/ 2nd level eligibility		ESSU Maydolong
5	Administrative Officer II (Human Resource Management Officer I)	ESSUB-ADOF2-6-2023	11	27000	Bachelors Degree	none required	none required	Career service professional/ 2nd level eligibility		ESSU Maydolong
6	Administrative Assistant I (Buyer I)	ESSUB-ADAS1-5-2023	7	18620	Completion of 2 years in college	none required	none required	Career service sub professional/ 1st level eligibility		ESSU Maydolong
7										
8										
9										
10										

Interested and qualified applicants should signify their interest in writing. This office encouraged 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 on the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE). Attach the following documents to the application letter and send to the address below not later than July 14, 2023.

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](http://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:

**ELMA M. GUITORIA**

Head, HRMO

Barangay Campakrit Maydolong Eastern Samar

[esumaydolong\\_hrmo@gmail.com](mailto:esumaydolong_hrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.