

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of EASTERN SAMAR STATE UNIVERSITY-SALCEDO CAMPUS in the CSC website:

Date: _____
MARINA S. APILADO, Ph.D.
(Head of Agency) X

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant-II	ESSUB-ADAS2-28-2004	08	17,505.00	Completion of two years studies in college	4 hours of Relevant Training	1 year of Relevant Experience	Career Service (Subprofessional) First Level Eligibility	N/A	ESSU-Salcedo Campus

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 **July 30, 2020**.

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 present position for one (1) year (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:

DR. MARINA S. APILADO

Campus Administrator

ESSU-Salcedo Campus, Salcedo, Eastern Samar

essu_salcedo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.