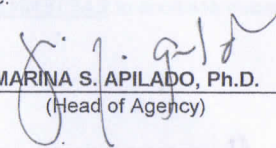


Republic of the Philippines  
EASTERN SAMAR STATE UNIVERSITY-SALCEDO CAMPUS  
Request for Publication of Vacant Positions

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:

  
MARINA S. APILADO, Ph.D.  
(Head of Agency)

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

| No. | Position Title             | Plantilla Item No.  | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                    |                              |                                |  | Place of Assignment |                            |
|-----|----------------------------|---------------------|---------------------------------|-------------------|--|------------------------------|--------------------------------|--|---------------------|----------------------------|
|     |                            |                     |                                 |                   | Education                                  | Training                     | Experience                     | Eligibility  |                     | Competency (if applicable) |
| 1   | Administrative Aide IV     | ESSUB-ADA4-47-2004  | 4                               | 13,807.00         | Completion of two years studies in college | None Required                | None Required                  | Career Service (Subprofessional) First Level Eligibility | N/A                 | ESSU-Salcedo Campus        |
| 2   | Administrative Assistant-V | ESSUB-ADAS5-23-2004 | 11                              | 22,316.00         | Completion of two years studies in college | 8 hours of Relevant Training | 2 years 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 31, 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](http://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.**