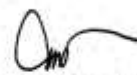


Republic of the Philippines
EASTERN SAMAR STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the EASTERN SAMAR STATE UNIVERSITY in the CSC website:


DR. ANDRES C. PAGATPATAN, JR.
SUC President - III

Date: 5/31/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		
1	Chief Administrative Officer (Financial Management Officer II)	ESSUB-CADOF-37-2011	24	90078	Masteral Degree	24 hours of training in management and supervision	4 years in positions involving management and supervision	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
2	Attorney IV	ESSUB-ATY4-33-2023	23	80003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	ESSU Borongan
3	Supervising Administrative Officer	ESSUB-SADOF-16-2023	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
4	Supervising Administrative Officer	ESSUB-SADOF-17-2023	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
5	Executive Assistant III	ESSUB-EXA3-23-2023	20	57347	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
6	Information Technology Officer I	ESSUB-ITO1-45-2023	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
7	Administrative Officer V	ESSUB-ADOF5-19-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
8	Administrative Officer V	ESSUB-ADOF5-20-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
9	Administrative Officer V (Records Officer II)	ESSUB-ADOF5-21-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
10	Administrative Officer V (Budget Officer II)	ESSUB-ADOF5-22-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
11	Internal Auditor III	ESSUB-IAUD3-37-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
12	Information Officer III	ESSUB-INFO3-41-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
13	Project Development Officer III	ESSUB-PDO3-28-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
14	Accountant II	ESSUB-A2-8-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	ESSU Borongan
15	Information System Analyst II	ESSUB-INFOA2-44-2023	16	39672	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 Borongan
16	Administrative Officer IV	ESSUB-ADOF4-11-2023	15	36619	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 Borongan
17	Administrative Officer IV (HRMO II)	ESSUB-ADOF4-12-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
18	Administrative Officer IV (Budget Officer II)	ESSUB-ADOF4-13-2023	15	36619	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 Borongan
19	Internal Auditor II	ESSUB-IAUD2-36-2023	15	36619	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 Borongan
20	Information Officer II	ESSUB-INFO2-40-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
21	Project Development Officer II	ESSUB-PDO2-25-2023	15	36619	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 Borongan
22	Planning Officer II	ESSUB-PIO2-29-2023	15	36619	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 Borongan
23	Administrative Officer III	ESSUB-ADOF3-13-2023	14	33843	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 Borongan

24	Administrative Officer III	ESSUB-ADOF3-14-2023	14	33843	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 Borongan
25	Administrative Officer III (Supply Officer II)	ESSUB-ADOF3-15-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
26	Board Secretary I	ESSUB-BS1-46-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
27	Legal Assistant III	ESSUB-LEA3-32-2023	14	33843	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year of experience of legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
28	Accountant I	ESSUB-A1-19-2023	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	N/A	ESSU Borongan
29	Information System Analyst I	ESSUB-INFOSA1-43-2023	12	29165	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
30	Legal Assistant II	ESSUB-LEA2-30-2023	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
31	Legal Assistant II	ESSUB-LEA2-31-2023	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
32	Administrative Officer II	ESSUB-ADOF2-7-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
33	Administrative Officer II	ESSUB-ADOF2-8-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
34	Administrative Officer II (HRMO I)	ESSUB-ADOF2-9-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
35	Administrative Officer II (HRMO I)	ESSUB-ADOF2-10-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
36	Administrative Officer II	ESSUB-ADOF2-11-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
37	Administrative Officer II	ESSUB-ADOF2-12-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
38	Administrative Officer II (Budget Officer I)	ESSUB-ADOF2-13-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
39	Computer Maintenance Technologist I	ESSUB-CTMT1-42-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
40	Internal Auditor I	ESSUB-IAUD1-34-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU Borongan
41	Internal Auditor I	ESSUB-IAUD1-35-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
42	Information Officer I	ESSUB-INFO1-38-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
43	Information Officer I	ESSUB-INFO1-39-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
44	Project Development Officer I	ESSUB-PDO1-23-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
45	Project Development Officer I	ESSUB-PDO1-24-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
46	Planning Officer I	ESSUB-PL01-27-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
47	Planning Officer I	ESSUB-PL01-28-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
48	Administrative Officer I (Cashier I)	ESSUB-ADOF1-8-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
49	Administrative Officer I (Records Officer I)	ESSUB-ADOF1-11-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
50	Administrative Officer I (Records Officer I)	ESSUB-ADOF1-10-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
51	Administrative Officer I	ESSUB-ADOF1-09-2023	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN
52	Administrative Officer I (Supply Officer I)	ESSUB-ADOF1-12-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	ESSU BORONGAN

84	Administrative Aide IV (Driver II)	ESSUB-ADAA-14-2023	4	15586	Elementary School Graduate	None required	None Required	Driver License (MC 11, s. 96-Cat II)	N/A	ESSU Borongan
85	Administrative Aide IV (Driver II)	ESSUB-ADAA-15-2023	4	15586	Elementary School Graduate	None required	None Required	Driver License (MC 11, s. 96-Cat II)	N/A	ESSU Borongan

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 June 13, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (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 rating period (if applicable);
3. Photocopy of certificate of eligibility/training/license, and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal 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).

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

DR. ANDRES C. PAGATPATAN, JR.

 SUC President III

 Maypangdan, Borongan City, Eastern Samar

 pp@essu.ph and info@essu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.