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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: 7/5/2023

No.	Position Title (Parenthetical Title, if applicable)	Parilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Supervising Administrative Officer I (Accountant IV)	ESSUB-SADOF-16-2023	22	71511	Bachelor's degree in Commercial Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	NA, 1500	N/A	ESSU Borongan (Admin.)	
2	Supervising Administrative Officer I (Budget Officer IV)	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 (Finance)	
3	Administrative Officer V (Records)	ESSUB-ADOOF-19-2023	16	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Gen. Services)	
4	Administrative Officer V (Admin.)	ESSUB-ADOOF-20-2023	16	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Procurement Unit)	
5	Administrative Officer IV (Accountant III)	ESSUB-ADOOF-11-2023	16	39819	Bachelor's degree in Commercial Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	NA, 1500	N/A	ESSU Borongan (Gen. Services)	
6	Administrative Officer II (Supply Officer II)	ESSUB-ADOOF-13-2023	14	33943	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Gen. Services)	
7	Administrative Officer II (Cashier)	ESSUB-ADOOF-14-2023	14	33943	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Gen. Services)	
8	Administrative Officer II (Admin. Officer I)	ESSUB-ADOOF-7-2023	11	27000	Bachelor's degree	None Required	1 year of relevant experience	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Procurement Unit)	
9	Administrative Officer I (Admin. Officer I)	ESSUB-ADOOF-8-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Gen. Services)	
10	Administrative Officer I (Financial Analyst I)	ESSUB-ADOOF-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 (Gen. Services)	
11	Administrative Officer I (Management & Audit Analyst I)	ESSUB-ADOOF-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 (Accounting)	
12	Administrative Officer I (Supply Officer I)	ESSUB-ADOOF-9-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional/Second Level) Eligibility	N/A	ESSU Borongan (Procurement Unit)	
13	Administrative Assistant II (Secretary II)	ESSUB-ADA53-19-2023	9	21211	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional/First Level) Eligibility	N/A	ESSU Borongan (Office of the President)	
14	Administrative Assistant II (Communications Equipment Operator II)	ESSUB-ADA53-20-2023	9	21211	Completion of two (2) years studies in college with relevant vocational trade	4 hours of relevant training	1 year of relevant experience	Applicable Licensure MC-11, 1-A, 16-Cat. II	N/A	ESSU Borongan (Plant Services)	
15	Administrative Assistant II (Secretary II)	ESSUB-ADA53-21-2023	9	21211	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional/First Level) Eligibility	N/A	ESSU Borongan (SUC UP)	
16	Administrative Assistant II (Secretary II)	ESSUB-ADA53-22-2023	9	21211	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional/First Level) Eligibility	N/A	ESSU Borongan (SUC UP)	
17	Administrative Assistant II (Labor Control Foreman)	ESSUB-ADA53-17-2023	8	18744	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC-11, 1-A, 16-Cat. II)	N/A	ESSU Borongan (Gen. Services)	

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 17, 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](http://www.csc.gov.ph).
2. Performance rating in the last rating period (if applicable).
3. Photocopy of certificate of eligibility/rating/course 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 and

Kindly indicate the position you are applying for in your Application Letter including the Item Number.

**QUALIFIED APPLICANTS** are advised to hand in or send through couriers/air their application to:

DR. ANDRES C. PAGATIPAN, JR.  
SUC President III  
Mangayaban, Borongan City, Eastern Samar  
at [andres.pagatipan@deped.gov.ph](mailto:andres.pagatipan@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**