

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:

Date:

January 3, 2024

ELMA M. GUTORIA
HRMO

No.	Position Title (Parentetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Senior Bookkeeper))	ESSUB-ADAS-25-2004	9	21211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Professional/First Level Eligibility		ESSU Maydolong
2										
3										
4										
5										
6										

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 January 19, 2024

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 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. GUTORIA

Head, HRMO

Barangay Campakirit Maydolong Eastern Samar

esuniversityhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.