

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Northwest Samar State University in the CSC website:

  
MARIA JONA V. TY  
Administrative Officer V/HRMO

Date: **MARCH 8, 2021**

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	Chief Administrative Officer	CADOF-2-2011	24	86,742.00	Master's Degree	120 hours of training in supervision and management undertaken within the last five (5) years (80 hours for technical training & 40 hours for management training)	4 years in position/s involving management and supervision	CS Professional/ Second Level Eligibility	Leadership, Fund Sourcing, Planning, Financial Management	Main Campus
2	Accountant III	A3-6-2011	19	48,313.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080(CPA)	Preparation & Interpretation of FS & Reports, Accounts Reconciliation, Accounting for Appropriations, Allotments, Obligations, Revenues & Expenditures	Accounting, San Jorge Campus
3	Administrative Officer IV (Budget Officer II)	ADOF4-23-2011	15	33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Fiscal Planning and Budget Allocation, Implementation of Budget Allocation	Budget Office, San Jorge Campus
4	Administrative Officer III (Supply Officer II)	ADOF3-32-2011	14	30,799.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Inventory Management and Stock Control	Supply Office, San Jorge Campus
5	Administrative Officer II (Procurement Management Officer I)	ADOF2-11-2015	11	23,877.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	Operating within Government Procurement Systems, Supplier Management, Contract Management	Procurement Office, Main Campus
6	Administrative Aide VI (Clerk III)	ADA6-19-2004	06	16,200.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Registrar's Office, Main Campus
7	Administrative Aide IV (Clerk II)	ADA4-9-2005	04	14,400.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Procurement Office, Main Campus
8	Administrative Aide III (Clerk I)	ADA3-55-2011	03	13,572.00	Completion of two years studies in college	None Required	None Required	CS Sub-professional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Accounting, San Jorge Campus
9	Administrative Aide I (Utility Worker I)	ADA1-25-2004	01	12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	None Required	SPFIDO, Main Campus
x-x-x-x-x NO MORE ENTRY x-x-x-x-x-										

**INSTRUCTIONS/REMARKS**

This University highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). Please feel free to inform the Human Resource Management Office (HRMO) in advance for the needed assistance.

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 **MARCH 17, 2021**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);  
(For positions with required experience, please include CSC Form 212 Attachment - Work Experience Sheet.)
2. Authenticated copy of performance rating in the last two rating periods (if applicable);
3. Authenticated copy of certificate of eligibility/valid license and report of rating;
4. Authenticated copy of Transcript of Records;
5. Service Record/Certificate of current/previous employment with duties & responsibilities/Authenticating copy of Position/Job Description Form/Office Memorandum Order with duties and responsibilities; and
6. Certificate/s of trainings/seminars attended(relevant).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email(PDF Format) their application to:

MARIA JONA V. TY

Administrative Officer V/HRMO

NwSSU, Rueda St., Brgy. Balud, Calbayog City, Samar

[hrmo@nwssu.edu.ph](mailto:hrmo@nwssu.edu.ph)

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

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