

Republic of the Philippines
NORTHWEST 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 filled, at the NORTHWEST SAMAR STATE UNIVERSITY in the CSC website:


MARIA JONA V. TY
HRMO

Date: May 12, 2022

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	Competency (if applicable)	
1	Nurse III	NURS3-1-2010	17	41,508.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)	Nursing Care and Education	Clinic, Main Campus
2	Nurse II	NURS2-1-2021	16	38,150.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)	Nursing Care and Education	Clinic, San Jorge Campus
3	Administrative Officer II	ADOF2-23-2004	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Management of Accounts Payable & Receivable	Cashier's Office, Main Campus
4	Administrative Assistant II (Clerk IV)	ADAS2-29-2004	08	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Procurement Office, Main Campus
5	Administrative Aide VI (Clerk III)	ADA6-20-2004	06	16,877.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	HRMO, Main Campus
6	Administrative Aide IV (Clerk II)	ADA4-18-2004	04	14,993.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Registrar's Office, Main Campus
7	Administrative Aide III (Clerk I)	ADA3-23-2004	03	14,125.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	Budget Office, Main Campus
8	Administrative Aide III (Clerk I)	ADA3-54-2011	03	14,125.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding, Records Keeping & Filing	San Jorge Campus

9	Security Guard I	SECG1-2-1998	03	14,125.00	High School Graduate	None Required	None Required	Security Guard License (MC 10, s.2013 - Cat IV)	None Required	Main Campus
10	Security Guard I	SECG1-3-1998	03	14,125.00	High School Graduate	None Required	None Required	Security Guard License (MC 10, s.2013 - Cat IV)	None Required	Main Campus

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 **May 23, 2022**.

1. Fully accomplished and notarized 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. 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/Authenticated 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 their application to:

MARIA JONA V. TY

Administrative Officer V (HRMO III)

Rueda Street, Calbayog City, Samar

hrmo@nwssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


