

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: **JUNE 15, 2020**

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	Administrative Officer V (Supply Officer III)	ADOF5-26-2004	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Inventory Management and Stock Control	Supply Management & Property Office, Main Campus
2	Administrative Officer V (Budget Officer III)	ADOF5-29-2004	18	42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Fiscal Planning and Budget Allocation, Implementation of Budget Allocation	Budget Office, Main Campus
3	Administrative Officer II (Human Resource Management Officer I)	ADOF2-8-2005	11	22,316.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility	RSP, L&D, PM, R&R, Benefits, Compensation & Welfare Management	HRMO, Main Campus
4	Accountant III	A3-6-2011	19	46,791.00	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 &	Accounting, San Jorge Campus
5	Administrative Aide VI (Clerk III)	ADA6-18-2004	06	15,524.00	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)	ADA4-49-2011	04	13,807.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding; Records Keeping & Filing	Accounting, San Jorge Campus
7	Administrative Aide III (Driver I)	ADA3-19-2004	03	13,019.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013-Cat. IV)	Driving	University Motorpool
8	Administrative Aide III (Driver I)	ADA3-2-2008	03	13,019.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013-Cat. IV)	Driving	University Motorpool
9	Administrative Aide III (Clerk I)	ADA3-54-2011	03	13,019.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional/ First Level Eligibility	Data Encoding; Records Keeping & Filing	Office of the Campus Dean, San Jorge Campus
10	Administrative Aide I (Utility Worker I)	ADA1-24-2004	01	11,551.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	None Required	SPFIDO, Main Campus

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 **JUNE 25, 2020**.

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;
2. Authenticated copy of performance rating in the last rating period (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; 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
main@nwssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.