Electronic copy to be automitted is the CSC FO must be so MS Expai format

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 filled, at the EASTERN SAMAR STATE UNIVERSITY in the CSC website:

ELMA M. GUYORIA
HRMO
Date
May 22, 2023

		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
No.	Position Title (Parenthetical Title, if applicable)				Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
	Security Control of Charles and Charles an							Career Service (Professional)		
1	Administrative Officer V	ESSUB-ADOF5-10-2023	18	46725	Bachelors degree relevant to the job	8 hours of relevant traing	2 years of relevant experience	Second Level Eligibility		ESSU Maydolong
2	Accountant II	ESSUB-A2-4-2023	16	39672	Bachelors degree relevant to the job	4 hours of relevant trains	1 year of relevant experience	RA 1080 (Certified Public Accountant)		ESSU Maydolong
		2000072 4 2020	10	33012	Bachelors degree relevant to the Job	4 flodis of felevant traing	1 year of felevant experience	Career Service (Professional)		
3	Administrative Officer IV (Budget Officer II)	ESSUB-ADOF4-7-2023	15	36619	Bachelors degree relevant to the job	4 hours of relevant trains	1 year of relevant experience	Second Level Eligibility		ESSU Maydolong
								Career Service (Professional)		
4	Administrative Officer III (Cashler II)	ESSUB-ADOF3-7-2023	14	33843	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	Second Level Eligibility		ESSU Maydolong
						1		Career Service (Professional)		
5	Administrative Officer III	ESSUB-ADOF3-8-2023	14	33843	Bachelors degree relevant to the job	4 hours of relevant traing	1 year of relevant experience	Second Level Eligibility		ESSU Maydolong
6	Administrative Officer II (Human Resource Management Officer I)	ESSUB-ADOF2-6-2023	11	27000	Bachelors degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		ESSU Maydolong
								Career Service (Subprofessional)	1	
7	Administrative Assistant II (Disbursing Officer II)	ESSUB-ADAS2-4-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	First Level Eligibility		ESSU Maydolong
200	hanner to the second of the se							Career Service (Subprofessional)		
В	Administrative Assistant II (Budgeting Assistant)	ESSUB-ADAS2-5-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	First Level Eligibility	1	ESSU Maydolong
								Career Service (Subprofessional)		
9	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-6-2023	8	19744	Completion of 2 years in college	4 hours of relevant traing	1 year of relevant experience	First Level Eligibility		ESSU Maydolong
10	Administrative Assistant I (B) D	500.10 10101 0000						Career Service (Subprofessional)		
10	Administrative Assistant I (Buyer I)	ESSUB-ADAS1-6-2023	7	18620	Completion of 2 years in college	none required	none required	First Level Eligibility		ESSU Maydolong

Interested and qualified applicants should signify their interest in writing. This office encouraged all interested and qualified applicants and promotes equal employment oppurtunity 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 June 1, 2023.

- 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. GUITORIA	
Head, HRMO	
Barangay Campakirit Maydolong Eastern Samar	
essumaydolong hrmo@gmail.com	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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To CIVIL SERVICE COMMISSION (CSC)

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May 22, 2023 Date Salary Qualification Standards Position Title (Parenthetical Job/ Monthly No Plantilla Item No Place of Assignment Title, if applicable) Competency Pay Salary Education Training Expenence Engiolity of approable Grade Career Service (Subprofessional) First 1 Administrative Aide VI (Clerk III) ESSUB-ADA6-9-2023 17553 Completion of 2 years in college | none required ESSU Maydolong none required Level Eligibility Career Service (Supprofessional) First 2 Administrative Aide VI (Clerk III) ESSUB-ADA6-10-2023 17553 Completion of 2 years in college none required Level Eligibility ESSU Maydolong none required Career Service (Subprofessional) First 3 Administrative Aide VI (Clerk III) ESSUB-ADA6-11-2023 17553 Completion of 2 years in college Level Eligibility ESSU Maydolong none required none required Career Service (Subprofessional) First 4 Administrative Aide VI (Clerk III) ESSUB-ADA6-12-2023 17553 Completion of 2 years in college Level Eligibility ESSU Maydolong none required none required Career Service (Subprofessional) First 5 Administrative Aide VI (Clerk III) ESSUB-ADA6-13-2023 17553 Completion of 2 years in college Level Eligibility ESSU Maydolong none required none required Career Service (Subprofessional) First 6 Administrative Aide VI (Clerk III) ESSUB-ADA6-14-2023 17553 Completion of 2 years in college none required none required Level Eligibility ESSU Maygolong 8 9

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