

Republic of the Philippines  
**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 SAMAR STATE UNIVERSITY in the CSC website:

**JUNELLE R. GUERRA, RPsy**

HRMO III

Date: February 1, 2024

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	Administrative Officer V	SSUB-ADOF5-19-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) /Second Level Eligibility	<a href="https://bit.ly/3HR6dKd">https://bit.ly/3HR6dKd</a>	GENERAL SERVICES UNIT
2	Administrative Assistant V	SSUB-ADAS5-6-2009	11	27,000.00	Completion of two years studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Subprofessional) / First Level Eligibility	<a href="https://bit.ly/495dX6S">https://bit.ly/495dX6S</a>	PROCUREMENT UNIT
3	Administrative Assistant II (HRMA)	SSUB- ADAS2-24-2004	8	19,744.00	Completion of two years studies in College	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	<a href="https://bit.ly/42i1Alc">https://bit.ly/42i1Alc</a>	HRMO
4	Administrative Aide VI (Clerk III)	SSUB-ADA6-16-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3vOKgbK">https://bit.ly/3vOKgbK</a>	HRMO
5	Administrative Aide VI (Clerk III)	SSUB-ADA6-15-2008	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/49hX48P">https://bit.ly/49hX48P</a>	HRMO
6	Administrative Aide VI (Clerk III)	SSUB-ADA6-32-2004	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3S8sFmJ">https://bit.ly/3S8sFmJ</a>	PRESIDENT'S OFFICE

7	Administrative Aide VI (Clerk III)	SSUB-ADA6-12-2023	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/48Jwq93">https://bit.ly/48Jwq93</a>	PLANNING UNIT
8	Administrative Aide VI (Clerk III)	SSUB-ADA6-33-2004	6	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3UIx6Nu">https://bit.ly/3UIx6Nu</a>	SUPPLY OFFICE
9	Administrative Assistant II (Budgeting Assistant)	SSUB-ADAS2-19-2023	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3u34pKJ">https://bit.ly/3u34pKJ</a>	MERCEDES CAMPUS
10	Administrative Officer II (HRMO I)	SSUB-ADOF2-20-2004	11	27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) /Second Level Eligibility	<a href="https://bit.ly/3SwMzln">https://bit.ly/3SwMzln</a>	PARANAS CAMPUS
11	Administrative Assistant II (Budgeting Assistant)	SSUB-ADAS2-1-2009	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3vPvNfK">https://bit.ly/3vPvNfK</a>	PARANAS CAMPUS
12	Administrative Aide IV (Clerk II)	SSUB-ADA4-15-2011	4	15,586.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) /First Level Eligibility	<a href="https://bit.ly/3Sxk7Y2">https://bit.ly/3Sxk7Y2</a>	PARANAS CAMPUS

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 **February 12, 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](http://www.csc.gov.ph);
2. Photocopy of Transcript of Records;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Work Experience Sheet
6. The University encourages all qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identity and Expression (SOGIE) to apply. PWD applicants must inform the Office on what assistance they need during the interview and other recruitment an selection process.

**QUALIFIED APPLICANTS** are advised to hand in or apply online through this link - <https://bit.ly/applySSU>

**MARILYN D. CARDOSO, Ph.D.**

University President

Samar State University

Brgy. Guindapunan, Catbalogan City, Samar

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