

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 27, 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 IV	SSUB-ADOF4-16-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility	https://bit.ly/3OSWyGz	Quality Assurance Unit-Main Campus
2	Accountant I	SSUB-A1-14-2023	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	https://bit.ly/42W2qoh	Accounting Unit-Main Campus
3	Administrative Assistant V (Storekeeper IV)	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	https://bit.ly/42WOsTu	Supply Office-Main 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 **March 8, 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;
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.