



Republic of the Philippines  
**SAMAR STATE UNIVERSITY**  
Catbalogan City, Samar

**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:

*Evelyn D. ABAIGAR*  
**EVELYN D. ABAIGAR**  
Administrative Officer V/HRMO III  
Date: January 16, 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 Assistant III (Mechanical Plant Operator III)	ADAS3-23-2004	9-1	17,975.00	High School graduate or completion of vocational/trade course	One (1) year relevant experience	Four (4) years relevant experience	Mechanical Equipment Operator (MC 11, s.96-cat.11)	- NC III holder of Diesel Power Plant Maintenance - With Knowledge & skills of FDAS/ Fire Alarm System and Aircons	Main Campus
2	Administrative Aide I	ADA1-64-2004	1-1	11,068.00	Must be able to read and write	None Required	None Required	None Required (MC10, s.2013-Cat. 111)	N/A	Mercedes Campus

The University encourages all interested and qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to submit the following documents not later than **January 27, 2020**

\* PWD applicants must inform the Office on what assistance they need during the interview and other recruitment and selection process.

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. Certificate of Employment/ Service Record;
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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

University President

Samar State University, Brgy. Guindapunan, Catbalogan City

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



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1	Administrative Officer I (Cashier I)	ADOF1-190-2004	10-1	19,233.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	Computer Literate with knowledge on Financial transactions	Paranas Campus
1	Administrative Officer I (Supply Officer I)	ADOF1-191-2004	10-1	19,233.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	Computer Literate with knowledge on Government Procurement process	Paranas Campus

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