



Republic of the Philippines
SAMAR STATE UNIVERSITY
Catbalogan City, Samar

We Innovate. We Build. We Serve.

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
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Administrative Officer V/HRMO III

Date: May 18, 2021

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	College Librarian I	CL1-65-2004	13-1	P 28,276.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)	<ul style="list-style-type: none"> - Experienced in development and organization of library collection. - Expert in computer and Information Tech. and its integration to library operations and services. - Possesses high level skills and knowledge in the promotion of ethical use of information through proper citation and referencing. - Possesses leadership and managerial skills. - Possesses good interpersonal and communications skills. - Exercises good customer service skills. 	Library Services (SSU-Main Campus)
2	Administrative Assistant III (Automotive Mechanic III)	ADAS3-23-2004	9-1	19,593.00	High School graduate or completion of vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Mechanic (Automotive Servicing) (MC 10, s.2013-Cat.II)	<ul style="list-style-type: none"> - Possesses high level of skills & knowledge in Automotive; - Experienced in engine trouble shooting/repair; - NC II Holder. 	General Services (SSU-Main Campus)

3	Administrative Aide VI (Clerk III)	ADA6-32-2004	6-1	P 16,200.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	- Possesses skills in the organization of records keeping; - Possesses good interpersonal and communication skills.	Office of the University President - (SSU-Main Campus)
4	Administrative Aide V (Carpenter II)	ADA5-9-2008	5-1	P 15,275.00	Elementary School Graduate	None Required	None Required	Carpenter (MC No. 10, s. 2013-Cat. II)	- Must possess skills in the organization of carpentry and masonry; - Skills relative to physical plant maintenance.	General Services (SSU-Main Campus)
5	Marine Engineman II	ME2-37-2004	6-1	P 16,200.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Engineman (MC No. 10, s. 2013-Cat. II)	- Must possess valid Engineman Eligibility - Must possess valid professional driver's License	SSU - Mercedes Campus
6	Security Guard II	SECG2-14-2009	5-1	P 15,275.00	High School Graduate	None Required	None Required	Security Guard License (MC No. 10, s. 2013 - Cat. IV)	- Must possess a valid security guard license.	SSU - Mercedes Campus
7	Administrative Aide I (Utility Worker I)	ADA1-65-2004	1-1	P 12,034.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 -Cat. III)	N/A	SSU - Basey 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 **May 28, 2021**.

* 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;
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.