


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: June 10, 2022

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 II	ADOF2-18-2004	11-1	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	<ol style="list-style-type: none"> Delivering service excellence; Exemplifying professionalism and integrity; Data and Records Management; Management of procurement and bids & awards process, activities and the application of pertinent rules and laws; Planning and organizing; Written and verbal communication and coordination. 	Office of the Bids and Awards Committee (BAC) - SSU-Main Campus
2	Quartermaster	QM-48-2004	4-1	14,993.00	High School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	<ol style="list-style-type: none"> Delivering service excellence; Exemplifying professionalism and integrity; Boat/Vessel Management: navigation and maneuver of a vessel/boat (wooden/steel hull); Demonstrate knowledge on navigation rules, docking and undocking procedures and compass reading; Demonstrate obedience to the Skipper's command. 	SSU-Mercedes 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 **June 20, 2022**

The University encourages all qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to apply. PWD applicants must inform the Office on what assistance they need during the interview and other recruitment an selection process.

- 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;
- Certificate of Employment/ Service Record;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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, Samar

info@ssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.