



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
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Administrative Officer V/HRMO III
Date: June 23, 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	EXECUTIVE ASSISTANT III	EXA3-4-2009	20-1	52,703.00	Bachelor's degree in Management	8 hours of training	2 years of experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> - Proficient on both oral and written communication - Has no record of breach of confidentiality. - Must show mastery of office protocol. - Must have international exposure (off-country). 	Office of the President - SSU Main Campus
2	COLLEGE LIBRARIAN III	CL3-68-2004	18-1	42,159.00	Bachelor's degree in Library Science or Information Science Bachelor of Science in Education/ Arts major in Library Science	8 hours of relevant training	2 years relevant experience	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

3	GUIDANCE COUNSELOR III	GUIDC3-135-2004	13-1	26,754.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	<ul style="list-style-type: none"> - Performs administrative functions. - Demonstrate mastery in counseling skills. - Must show mastery of office protocol. - Has no record of breach confidentiality in the practice of profession. 	SSU - Mercedes Campus
4	ADMINISTRATIVE OFFICER II	ADOF2-20-2004	11-1	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> - Knowledgeable in HR four (4) systems and Leave Administration. 	SSU - Paranas Campus
5	ADMINISTRATIVE ASSISTANT III (Mechanical Plant Operator III)	ADAS3-23-2004	9-1	18,784.00	High School graduate or completion of vocational/trade course	Four (4) hours of relevant training	One (1) year relevant experience	Mechanical Equipment Operator (- 50 hp) (MC 11, s.96-Cat.11)	<ul style="list-style-type: none"> - NC III holder of Diesel Power Plant Maintenance. - With Knowledge & skills of FDAS/ Fire Alarm System and Aircons. 	Electrical Maint. Services -Main Campus
6	ADMINISTRATIVE AIDE VI (Clerk III)	ADA6-17-2008	6-1	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> - Proficient in communication skills (written and oral). - Expert in computer and information technologies - Possesses positive attitude toward work. - Can work beyond office hours. 	Office of the VP for Acad. Affairs - Main Campus
7	ADMINISTRATIVE AIDE VI (Clerk III)	ADA6-25-2005	6-1	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> - Knowledgeable in cashiering and disbursement system (National Government Accounting System (ENGAS)). - Skills in basic computer utilization. 	Cashier's Office-Main 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 **July 10, 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;
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;
5. Photocopy of Transcript of Records; and
6. Photocopy of Trainings/ Seminars Attended

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.