



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: September 19, 2019

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 Officer IV	ADOF4-12-2004	15-1	30,531.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> <li>➤ Knowledgeable in HR four (4) Systems and Leave Administration;</li> <li>➤ Must be a Leader with commitment.</li> </ul>	SSU 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 **October 4, 2019**.

\* 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;
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.**