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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:

*Marilyn D. Cardoso*  
**MARILYN D. CARDOSO, Ph.D.**  
University President  
Date: October 13, 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	Administrative Officer V (Records Officer III)	ADOF5-29-2005	18-1	43,681.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/ Second Level Eligibility	- Knowledgeable in Records Management in accordance to various accreditation system/ process & procedures.	SSU-Main Campus
2	Administrative Aide IV ( Driver II)	ADA4-25-2008	4-1	14,400.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	- Must possess a valid Professional driver's license; - Exceptional knowledge of traffic laws and regulations;	SSU-Main Campus
3	Administrative Aide III (Utility worker II)	ADA3-49-2004	3-1	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 -Cat. III)	- Knowledgeable on Solid Waste Management.	SSU-Main Campus
4	Security Guard I	SECG1-57-2004	3-1	13,572.00	High School Graduate	None Required	None Required	Security Guard License (MC No. 10, s. 2013 - Cat. IV)	- Must possess a valid security guard license; - Knowledgeable of Security operations and procedures.	SSU - Mercedes Campus

5	Security Guard I	SECG1-58-2004	3-1	13,572.00	High School Graduate	None Required	None Required	Security Guard License (MC No. 10, s. 2013 - Cat. IV)	- Must possess a valid security guard license; - Knowledgeable of Security operations and procedures.	SSU-Paranas Campus
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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 25, 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](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.**