



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: November 10, 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	Administrative Officer V (Supply Officer III)	ADOF5-7-2004	18-1	42,159.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> - Posses high level of skills & knowledge on Supply & Procurement Management - Has the skills & knowledge in organizing records systems. - Has in-depth knowledge of RA 9184 (Procurement Law). 	SSU-Main Campus
2	College Librarian II	CL2-1-2016	15-1	32,053.00	Bachelor's degree in Library Science or Information Science Bachelor of Science in Education/ Arts major in Library Science	Four (4) hours of relevant training	One (1) year of 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	Administrative Assistant III (Automotive Mechanic 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 of relevant experience	Automotive Mechanic (Light Duty) (MC 11, s.96-Cat.1)	- Possesses high level of skills & knowledge in Automotive. - Experienced in engine trouble shooting/ repair.	SSU-Main Campus
4	Administrative Aide IV (Clerk II)	ADA4-15-2011	4-1	13,807.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	- Knowledgeable in organizing records system. - Possesses good interpersonal & communication skills. - Has background in dealing with students and accreditation process. - Has knowledge in enrollment process.	Registrar's Office - Paranas Campus
5	Administrative Aide III (Clerk I)	ADA3-56-2004	3-1		Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	- Possesses skills & knowledge in collection & cashiering. - Computer literate. - Exercises good interpersonal skills.	Cashier's Office - 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 **November 23, 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; 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.