

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:


JUNELE R. GUERRA, RPsy
Acting HRMO

Date: November 10, 2021

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 V (Human Resource Management Officer III)	ADOF5-5-2004	18	43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Expert in all Human Resource Management/Service and Functions (PRIME-HRM); 2. Able to Develop, administer and evaluate programs along PRIME-HRM which will cover the following: a. Recruitment, Selection and Placement (RSP) b. Learning and Development (L&D); c. Performance Management (PM) d. Rewards and Recognition. 3. Able to establish/Enhance collection, organization and/or analysis of data concerning the University's human resource to serve as useful information for quality assurance activities and strategic decision making.	SSU-Main Campus
2	Administrative Officer V (Records Officer III)	ADOF5-29-2005	18	43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in Records Management in accordance to various accreditation system/ process & procedures.	SSU-Main 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 **November 22, 2021**.

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.

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 last rating period (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, Samar

info@ssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.