

Republic of the Philippines
EASTERN 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 EASTERN SAMAR STATE UNIVERSITY in the CSC website:

EDSEL A. BARRO
Head, HRMO
Date: May 22, 2023

No.	Position Title (Parentetical 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 Aide VI (Clerk III)	ESSUB-ADA6-21-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	None Required	Career Service (Sub-Professional/1st Level Eligibility)	ESSU Can-avid (Internal Control Unit)
2	Administrative Aide VI (Clerk III)	ESSUB-ADA6-22-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	None Required	Career Service (Sub-Professional/1st Level Eligibility)	ESSU Can-avid (Quality Assurance & Accreditation Center)
3	Administrative Aide VI (Clerk III)	ESSUB-ADA6-23-2023	6	17,553.00	Completion of 2 years studies in college (preferably computer or related courses)	None Required	None Required	None Required	Career Service (Sub-Professional/1st Level Eligibility)	ESSU Can-avid (Information & Communications Technology Center)
4	Administrative Aide VI (Clerk III)	ESSUB-ADA6-24-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	None Required	Career Service (Sub-Professional/1st Level Eligibility)	ESSU Can-avid Institutional Planning & Development Office)

Interested and qualified applicants should signify their interest in writing indicating the position, plantilla item number, and places of assignment. Attach the following documents to the application letter and send to the address below not later than June 2, 2023.

1. Fully accomplished [notarized] Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating period (if applicable);
3. Authenticated certificate of eligibility/rating/license; and
4. Authenticated Transcript of Records;
5. This University highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).
6. Please see post on ESSU Can-avid Official Facebook Page for more details like the duties and responsibilities.

QUALIFIED APPLICANTS may hand in or send through courier/email their application but are advised to follow item # six (6):

GERONIMO A. ELLADO, Ph.D.
Campus Administrator
National Road, Brgy. 10, Can-avid, Eastern Samar
essuca.navidrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility		
1	Administrative Officer V	ESSUB-ADOF5-18-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	ESSU Can-avid (Administrative & Support Services)	
2	Accountant II	ESSUB-A2-7-2023	16	39,672.00	Bachelor's Degree in Accountancy/Commerce/Business Administration, Major in Accountancy	4 hours of relevant training	1 year of relevant experience	RA 10600 (Certified Public Accountant)	ESSU Can-avid (Accounting Unit)	
3	Administrative Officer IV (Budget Officer II)	ESSUB-ADOF4-10-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	ESSU Can-avid (Budget Unit)	
4	Administrative Officer III (Cashier I)	ESSUB-ADOF3-11-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	ESSU Can-avid (Cash Unit)	
5	Administrative Officer III	ESSUB-ADOF3-12-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training (preferably with training on RA 9184 - Government Procurement Reform Act)	1 year of relevant experience (preferably on Government Procurement)	Career Service (Professional) / Second Level Eligibility	ESSU Can-avid (Procurement Services)	
6	Administrative Assistant III (Senior Bookkeeper)	ESSUB-ADAS3-18-2023	9	21,211.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	ESSU Can-avid (Accounting Unit)	
7	Administrative Assistant II (Disbursing Officer II)	ESSUB-ADAS2-1-2023	8	19,744.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	ESSU Can-avid (Cash Unit)	
8	Administrative Assistant II (Property Custodian)	ESSUB-ADAS2-2-2023	8	19,744.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	ESSU Can-avid (Supply & Property Mgt. Office)	
9	Administrative Assistant II (Budgeting Assistant)	ESSUB-ADAS2-3-2023	8	19,744.00	Completion of two-years study in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	ESSU Can-avid (Budget Unit)	
10	Administrative Assistant I (Buyer I)	ESSUB-ADAS1-7-2023	7	18,620.00	Completion of two-years study in college	None Required (preferably with training on RA 9184 - Government Procurement Reform Act)	None Required (preferably with experience on Government Procurement)	Career Service (Sub-Professional) / First Level Eligibility	ESSU Can-avid (Procurement Services)	

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