

Nos	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 (HRM Officer III)	SSTCB-ADOF5-12-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	HRMD Office, Sorsogon City
3	Administrative Officer IV (Budget Officer II)	SSTCB-ADOF4-3-2023 SSTCB-ADOF4-4-2023 SSTCB-ADOF4-5-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Bulan Campus Castilla campus Magallanes Campus
1	Administrative Officer IV (HRMO II)	SSTCB-ADOF4-2-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Magallanes Campus
1	Administrative Officer IV	SSTCB-ADOF4-6-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Quality Assurance Office, Sorsogon City
3	Administrative Officer III (Records Officer II) (Supply Officer II)	SSTCB-ADOF3-41-2023 SSTCB-ADOF3-42-2023 SSTCB-ADOF3-43-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Records Unit Supply & Property Management, Sorsogon City Bulan Campus
4	Administrative Officer III (Cashier II)	SSTCB-ADOF3-44-2023 SSTCB-ADOF3-45-2023 SSTCB-ADOF3-46-2023 SSTCB-ADOF3-47-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Sorsogon City Bulan Campus Castilla Campus Magallanes Campus
1	Administrative Officer II (Budget Officer I)	SSTCB-ADOF2-37-2023	SG-11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Sorsogon City Campus
3	Administrative Officer II (HRMO I)	SSTCB-ADOF2-38-2023 SSTCB-ADOF2-39-2023 SSTCB-ADOF2-40-2023	SG-11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Sorsogon City Campus Bulan Campus Castilla Campus

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3	Administrative Officer I (Records Officer I)	SSTCB-ADOF1-31-2023 SSTCB-ADOF1-32-2023 SSTCB-ADOF1-33-2023	SG-10	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Sorsogon City Campus Castilla Campus Magallanes Campus
3	Administrative Officer I (Supply Officer I)	SSTCB-ADOF1-34-2023 SSTCB-ADOF1-35-2023 SSTCB-ADOF1-36-2023	SG-10	23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Bulan Campus Castilla Campus Magallanes Campus
1	Information Technology Officer I	SSTCB-ITO1-19-2023	SG-19	51,357.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	ICT Unit Sorsogon City Campus
1	Information Systems Analyst II	SSTCB-INFOSA2-18-2023	SG-16	39,672.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Communication skills, Problem solving & Research, Understanding values, Decision making processes and outcomes, Teamwork, motivation and team development, Liason & networking.	ICT Unit Sorsogon City Campus
1	Planning Officer III	SSTCB-PLO3-13-2023	SG-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	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Planning Unit, Sorsogon City
1	Planning Officer I	SSTCB-PLO1-12-2023	SG-11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Planning Unit, Sorsogon City
3	Accountant II	SSTCB-A2-7-2023 SSTCB-A2-8-2023 SSTCB-A2-9-2023	SG-16	39,672.00	Bachelor's degree in Accountancy/ Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Bulan Campus Castilla campus Magallanes Campus
1	Accountant I	SSTCB-A1-6-2023	SG-12	29,165.00	Bachelor's degree in Accountancy/ Commerce / Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Accounting Unit Sorsogon City

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1	Information Officer III	SSTCB-INFO3-17-2023	SG-18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Thinking Strategically and Creatively, Leading Change, Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing High Performing Organization	Public Information Unit, Sorsogon City
1	Information Officer II	SSTCB-INFO2-16-2023	SG-15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Communication skills, Problem solving & Research, Understanding values, Decision making processes and outcomes, Teamwork, motivation and team development, Liason & networking.	Public Information Unit, Sorsogon City
1	Project Development Officer II	SSTCB-PDO2-11-2023	SG-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	Communication skills, Problem solving & Research, Understanding values, Decision making processes and outcomes, Teamwork, motivation and team development, Liason & networking.	Project Management Office, Sorsogon City
1	Project Development Officer I	SSTCB-PDO1-10-2023	SG-11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Project Management Office, Sorsogon City
1	Internal Auditor II	SSTCB-IAUD2-15-2023	SG-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	Communication skills, Problem solving & Research, Understanding values, Decision making processes and outcomes, Teamwork, motivation and team development, Liason & networking.	Internal Audit Unit
1	Internal Auditor I	SSTCB-IAUD1-14-2023	SG-11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Internal Audit Unit
1	Board Secretary I	SSTCB-BS1-13-2023	SG-14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Communication skills, Problem solving & Research, Understanding values, Decision making processes and outcomes, Teamwork, motivation and team development, Liason & networking.	Office of the Board Secretary, Sorsogon City

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3	Administrative Assistant III (Secretary II)	SSTCB-ADAS3-28-2023 SSTCB-ADAS3-29-2023 SSTCB-ADAS3-30-2023	SG-9	21,211.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional / First Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Office of the President Office of the Board Secretary Office of the VP for Administration & Finance
3	Administrative Assistant II (HRMO Assistant I) (Cash Clerk III) (Budgeting Assistant)	SSTCB-ADAS2-21-2023 SSTCB-ADAS2-22-2023 SSTCB-ADAS2-23-2023	SG-8	19,744.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional / First Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	HRMO, Sorsogon City Cashier Unit, Sorsogon City Budget Office, Sorsogon City

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3	Administrative Assistant II (Disbursing Officer II)	SSTCB-ADAS2-24-2023 SSTCB-ADAS2-25-2023 SSTCB-ADAS2-26-2023	SG-8	19,744.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional / First Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Bulan Campus Castilla Campus Magallanes Campus
1	Administrative Assistant II (Budgeting Assistant)	SSTCB-ADAS2-27-2023	SG-8	19,744.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional / First Level Eligibility	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Bulan 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 **September 28, 2023**.

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. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records/School Credentials.

GERALDINE F. DE JESUS, EdD

SUC President III

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