

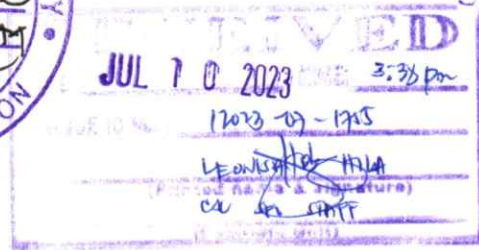


Republic of the Philippines
SORSOGON STATE UNIVERSITY
Office of the Human Resource Management Office
 Magsaysay Street, Cogon, Sorsogon City
 Email Address: hrmo@sorsu.edu.ph | Tel. No. (056) 211 0178 Local 1061



July 10, 2023

MARIFE L. LUZURIAGA
 Acting Director II
 Civil Service Commission-Regional Office V
 Sorsogon Field Office



Dear Dir. Luzuriaga:

In compliance with Republic Act 7041, an Act requiring regular publication of existing vacant positions in the government office, may we request publication of the enclosed List of Vacant Positions of Sorsogon State University in your Bulletin of Vacant Positions in the Government.

Vacant Positions

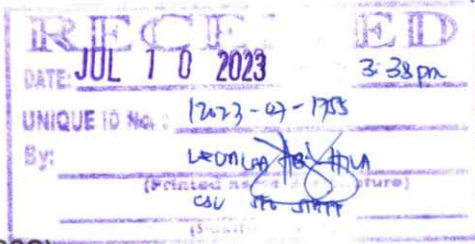
Item Number

- | | |
|---------------------------------------|--|
| 1. One (1) Administrative Officer III | SSTCB-ADOF3-2-2012 |
| 2. One (1) Administrative Officer I | SSTCB-ADOF1-16-2018 |
| 3. Two (2) Administrative Aide VI | SSTCB-ADA6-1-2016
SSTCB-ADA6-2-2016 |
| 4. One (1) Administrative Aide V | SSTCB-ADA5-4-2017 |

Thank you.

Very truly yours,

GERALDINE F. DE JESUS, EdD
 SUC President III



Republic of the Philippines
SORSOGON STATE UNIVERSITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Sorsogon State University in the CSC website:

"We are an equal opportunity agency and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity and expression, and sex characteristics (SOGIESC), civil status, disability, religion, ethnicity or political affiliations."

FOR:
GERALDINE F. DE JESUS, Ed.D.
SUC PRESIDENT III

Date: July 10, 2023

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 III	SSTCB-ADOF3-2-2012	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/R.A. 1080 Registered Psychometrician	Thinks strategically, Analytical skills, change leadership, impact and influence, organizational awareness, adept in pscyological assessment and efficient in verbal and written communication needed in providing announcement, instructions and preparation of psychological test report, resourceful, detail oriented. In-charge of the Human Resources Development, testing and evaluation.	SorSU-Sorsogon City Campus
2	Administrative Officer I	SSTCB-ADOF1-16-2018	SG-10	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service-(Professional) Second Level Eligibility	Delivering services excellence, client focus, accountability, planning & organizing resources, personal and career development, understanding values, teamwork, motivation & team development, liason and networking. Attends to administrative matters and carry out special assignment of the office of the President.	SorSU-Sorsogon City Campus

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)	
3	Administrative Aide VI	SSTCB-ADA6-1-2016	SG-6	17,553.00	* 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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Delivering service excellence, accountability, understanding values, teamwork, motivation and team development, liason & networking. Accountable for the activities and trasccations of the Graduate School Office.	SorSU-Sorsogon City Campus
4	Administrative Aide VI	SSTCB-ADA6-2-2016	SG-6	17,553.00	* 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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Delivering service excellence, accountability, understanding values, teamwork, motivation and team development, liason & networking. Assist to the Internal Auditor in undertaking audit of the system.	SorSU-Sorsogon City Campus
5	Administrative Aide V	SSTCB-ADA5-4-2017	SG-5	16,543.00	* 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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Delivering service excellence, accountability, understanding values, teamwork, motivation and team development, liason & networking. Assist the Head of Scholarship & Financial Office and students in resolving issues relating to the application and financial aid processes.	SorSU-Sorsogon City 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 July 20, 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. GERALDINE F. DE JESUS

SUC President III

Sorsogon State University, Sorsogon City

ssc@sorsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.