

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

To: CIVIL SERVICE COMMISSION (CSC)

"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 expresion, and sex characteristics (SOGIESC), civil status, disability, religion, ethnicity or political affiliations."

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

GERALDINE F. DE JESUS, EdD
SUC PRESIDENT III

Date: September 6, 2024

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	ACCOUNTANT III	SSTCB-A3-1-1998	19	53,873.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	Leads Others, Manages Performance, Communicates Effectively, Building Collaborative and Inclusive Working Relationship, Managing Performance and Coaching for Results, Cultivate and Sustain High Employee Morale, Motivate Others	Sorsogon City (Accounting Office)
2	ADMINISTRATIVE OFFICER V (Administrative Officer III)	SSTCB-ADOF5-3-2004	18	49,015.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Leads Others, Manages Performance, Communicates Effectively, Building Collaborative and Inclusive Working Relationship, Managing Performance and Coaching for Results, Cultivate and Sustain High Employee Morale, and Motivate Others	Sorsogon City
3	ADMINISTRATIVE OFFICER V (Administrative Officer III)	SSTCB-ADOF5-10-2006	18	49,015.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Leads Others, Manages Performance, Communicates Effectively, Building Collaborative and Inclusive Working Relationship, Managing Performance and Coaching for Results, Cultivate and Sustain High Employee Morale, and Motivate Others	Sorsogon City

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4	REGISTRAR III	SSTCB-R3-1-1998	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Leads Others, Manages Performance, Communicates Effectively, Building Collaborative and Inclusive Working Relationship, Managing Performance and Coaching for Results, Cultivate and Sustain High Employee Morale, and Motivate Others	Sorsogon City

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 17, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) to include work experience sheet;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records/School Credentials; and
5. Photocopy of certificate of relevant trainings attended.

GERALDINE F. DE JESUS, EdD

SUC President III

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