

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

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

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RACHEL T. PAREJA  
CSC SFO STAFF

"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."

To: CIVIL SERVICE COMMISSION (CSC)

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: October 4, 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	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SSTCB-ADOF4-2-2004	15	38,413.00	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, Liaison & Networking.	Sorsogon City
2	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SSTCB-ADOF4-17-2018	15	38,413.00	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, Liaison & Networking.	Sorsogon City
3	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SSTCB-ADOF4-18-2018	15	38,413.00	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, Liaison & Networking.	Sorsogon City

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4	ADMINISTRATIVE OFFICER III (Records Officer II)	SSTCB-ADOF3-1-2018	14	35,434.00	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, Liaison & Networking.	Sorsogon City
5	REGISTRAR I	SSTCB-R1-1-2016	11	28,512.00	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Communication skills, Problem Solving & Research, Understanding values, Decision Making Processes and Outcomes, Teamwork, Motivation and Team Development, Liaison & Networking.	Sorsogon City
6	ADMINISTRATIVE OFFICER II (Administrative Officer I)	SSTCB-ADOF2-18-2018	11	28,512.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Communication skills, Problem Solving & Research, Understanding values, Decision Making Processes and Outcomes, Teamwork, Motivation and Team Development, Liaison & Networking.	Sorsogon City
7	ADMINISTRATIVE ASSISTANT III (Secretary II)	SSTCB-ADAS3-14-2018	9	22,219.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Delivering Service Excellence, Client Focus, Accountability, Planning & Organizing Resources, Personal & Career Development, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City

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8	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	SSTCB-ADAS2-17-2018	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Delivering Service Excellence, Client Focus, Accountability, Planning & Organizing Resources, Personal & Career Development, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City
9	ADMINISTRATIVE ASSISTANT I (Secretary I)	SSTCB-ADAS1-11-2018	7	19,365.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Delivering Service Excellence, Client Focus, Accountability, Planning & Organizing Resources, Personal & Career Development, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City
10	ADMINISTRATIVE ASSISTANT I (Secretary I)	SSTCB-ADAS1-12-2018	7	19,365.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Delivering Service Excellence, Client Focus, Accountability, Planning & Organizing Resources, Personal & Career Development, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City
11	ADMINISTRATIVE AIDE VI (Clerk III)	SSTCB-ADA6-4-2016	6	18,255.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Delivering Service Excellence, Client Focus, Accountability, Planning & Organizing Resources, Personal & Career Development, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City

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12	AQUACULTURAL TECHNICIAN I	SSTCB-AQT1-1-2013	6	18,255.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) /First Level Eligibility	Delivering Service Excellence, Accountability, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Magallanes
13	FARM WORKER II	SSTCB-FAWK2-2-2004	4	16,209.00	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended-Cat. III)	Delivering Service Excellence, Accountability, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Castilla

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 **October 15, 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 Credential; and
5. Photocopy of certificate of relevant trainings attended.

GERALDINE F. DE JESUS, EdD

SUC President III

Sorsogon State University, Sorsogon City

[ssc@sorsu.edu.ph](mailto:ssc@sorsu.edu.ph)