

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

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By: RACHEL P. PAREJA
CSC STAFF

To: CIVIL SERVICE COMMISSION (CSC)

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

The 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."

GERALDINE E. DE JESUS, EdD
SUC PRESIDENT III

Date: November 6, 2023

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	Attorney IV	SSTCB-ATY4-1-2023	SG-23	80,003.00	Bachelor of Law	8 hours of relevant training	2 years of relevant experience	RA 1080	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	Legal Unit, Sorsogon City
2	Legal Assistant II	SSTCB-LEA2-16-2023	SG-12	29,165.00	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, Liason & networking.	Legal Unit, Sorsogon City
3	Chief Administrative Officer (Financial & Management Officer II)	SSTCB-CADOF-2-2004	SG-24	90,078.00	Master's degree	24 hours of training in management and supervision	4 years in positions involving management & supervision	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 - Finance Division
4	Chief Administrative Officer (Administrative Officer V)	SSTCB-CADOF-17-2023	SG-24	90,078.00	Master's degree	24 hours of training in management and supervision	4 years in positions involving management & supervision	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 - Administrative Division
5	Supervising Administrative Officer (Financial & Management Officer I)	SSTCB-SADOF-14-2023	SG-22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 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	Sorsogon City Campus - Finance Division

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)	
6	Supervising Administrative Officer (Administrative Officer IV)	SSTCB-SADOF-15-2023	SG-22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 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	Sorsogon City Campus - Administrative Division
7	Administrative Officer V (Administrative Officer III)	SSTCB-ADOF5-7-2023	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	Quality Assurance Office, Sorsogon City
8	Administrative Officer V (Administrative Officer III)	SSTCB-ADOF5-8-2023	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	Procurement Unit, Sorsogon City
9	Administrative Officer V (Administrative Officer III)	SSTCB-ADOF5-9-2023	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	Bulan Campus
10	Administrative Officer V (Administrative Officer III)	SSTCB-ADOF5-10-2023	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	Castilla Campus
11	Administrative Officer V (Administrative Officer III)	SSTCB-ADOF5-11-2023	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	Magallanes Campus

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	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
13	Administrative Officer IV (Budget Officer II)	SSTCB-ADOF4-3-2023	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
14	Administrative Officer IV (Budget Officer II)	SSTCB-ADOF4-4-2023	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
15	Administrative Officer IV (Budget Officer II)	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	Castilla campus
16	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
17	Administrative Officer IV (Administrative Officer II)	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
18	Administrative Officer III (Records Officer II)	SSTCB-ADOF3-41-2023	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, Sorsogon City
19	Administrative Officer III (Supply Officer II)	SSTCB-ADOF3-42-2023	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	Supply & Property Management, Sorsogon City

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
20	Administrative Officer III (Supply Officer II)	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	Bulan Campus
21	Administrative Officer III (Cashier II)	SSTCB-ADOF3-44-2023	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
22	Administrative Officer III (Cashier II)	SSTCB-ADOF3-45-2023	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	Bulan Campus
23	Administrative Officer III (Cashier II)	SSTCB-ADOF3-46-2023	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	Castilla Campus
24	Administrative Officer III (Cashier II)	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	Magallanes Campus
25	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
26	Administrative Officer II (HRMO I)	SSTCB-ADOF2-38-2023	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
27	Administrative Officer II (HRMO I)	SSTCB-ADOF2-39-2023	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	Bulan Campus

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
28	Administrative Officer II (HRMO I)	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	Castilla Campus
29	Administrative Officer I (Records Officer I)	SSTCB-ADOF1-31-2023	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
30	Administrative Officer I (Records Officer I)	SSTCB-ADOF1-32-2023	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	Castilla Campus
31	Administrative Officer I (Records Officer I)	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	Magallanes Campus
32	Administrative Officer I (Supply Officer I)	SSTCB-ADOF1-34-2023	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
33	Administrative Officer I (Supply Officer I)	SSTCB-ADOF1-35-2023	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	Castilla Campus
34	Administrative Officer I (Supply Officer I)	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	Magallanes Campus
35	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

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)	
36	Information Systems Analyst II	SSTCB-INFO5A2-18-2023	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
37	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
38	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
39	Accountant II	SSTCB-A2-7-2023	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	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
40	Accountant II	SSTCB-A2-8-2023	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	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	Castilla campus
41	Accountant II	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	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
42	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	Delivering Service Excellence; Accountability; Understanding Values; Teamwork, Motivation & Team Development; Liason and Networking	Accounting Unit Sorsogon City
43	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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
44	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
45	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
46	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
47	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
48	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
49	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
50	Administrative Assistant III (Secretary II)	SSTCB-ADAS3-28-2023	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, Sorsogon City

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)	
51	Administrative Assistant III (Secretary II)	SSTCB-ADAS3-29-2023	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 Board Secretary, Sorsogon City
52	Administrative Assistant III (Secretary II)	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 VP for Administration & Finance, Sorsogon City

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)	
53	Administrative Assistant II (Cash Clerk III)	SSTCB-ADAS2-21-2023	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	Cashier Unit, Sorsogon City
54	Administrative Assistant II (HRMO Assistant I)	SSTCB-ADAS2-22-2023	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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
55	Administrative Assistant II (Budgetting Assistant)	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	Budget Office, Sorsogon City
56	Administrative Assistant II (Budgetting Assistant)	SSTCB-ADAS2-24-2023	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

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)	
57	Administrative Assistant II (Disbursing Officer II)	SSTCB-ADAS2-25-2023	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
58	Administrative Assistant II (Disbursing Officer II)	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	Castilla Campus

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)	
59	Administrative Assistant II (Disbursing Officer II)	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	Magallanes 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 **November 16, 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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