



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)

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND ALL QUALIFIED APPLICANTS SHALL BE CONSIDERED FOR EMPLOYMENT"

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

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

Date: August 11, 2022

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 V	SSTCB-ADOF5-1-2004	SG-18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS- (Professional) Second Level Eligibility	Thinks strategically, Analytical skills, change leadership, impact and influence, organizational awareness, adept in technology and efficient in verbal and written communication, resourceful, detail oriented. Acts as Head of Cash Unit of the University	SSU- Sorsogon City Campus
2	Internal Auditor III	SSTCB-IAUD3-1-2017	SG-18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS- (Professional) Second Level Eligibility	Thinks strategically, Analytical skills, change leadership, impact and influence, organizational awareness, adept in technology and efficient in verbal and written communication, resourceful, detail oriented. Acts as Head of Internal Control Unit of the University	SSU- Sorsogon City Campus
3	Administrative Officer IV	SSTCB-ADOF4-18-2018	SG-15	35,097.00	Bachelor's Degree relevant to the position	4 hours of relevant training	1 year of relevant experience	CS- (Professional) Second Level Eligibility	Thinks strategically, Analytical skills, change leadership, impact and influence, organizational awareness, adept in technology and efficient in verbal and written communication, resourceful, detail oriented.	SSU- Sorsogon City Campus

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4	Administrative Officer III	SSTCB-ADOF3-1-2018	SG-14	32,321.00	Bachelor's Degree relevant to the position	4 hours of relevant training	1 year of relevant experience	CS- (Professional) Second Level Eligibility	Thinks strategically, Analytical skills, change leadership, impact and influence, organizational awareness, adept in technology and efficient in verbal and written communication, resourceful, detail oriented.	SSU- Sorsogon City Campus
5	Administrative Aide IV	SSTCB-ADA4-5-2017	SG-04	14,993.00	Completion of two years studies in College	None Required	None Required	CS- (Subprofessional) First Level Eligibility	Adept in technology, detail oriented, time conscious, resourceful, anticipate needs, numeracy skills	SSU- Sorsogon City Campus
6	Administrative Aide III	SSTCB-ADA3-2-2018	SG-03	14,125.00	Completion of two years studies in College	None Required	None Required	CS- (Subprofessional) First Level Eligibility	Adept in technology, efficient in verbal oral communication, detail oriented, time conscious, resourceful, anticipate needs, numeracy skills	SSU- Sorsogon City Campus
7	Administrative Aide III	SSTCB-ADA3-3-2018	SG-03	14,125.00	Completion of two years studies in College	None Required	None Required	CS- (Subprofessional) First Level Eligibility	Adept in technology, efficient in verbal oral communication, detail oriented, time conscious, resourceful, anticipate needs, numeracy skills	SSU- Sorsogon City Campus
8	Guidance Counselor I	SSTCB-GUIDC1-1-1998	SG-11	25,439.00	Master's Degree in Guidance & Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Learning and Development planning, Learning Facilitation, measurement and evaluation. Adept in technology, efficient in verbal and written communication.	SSU- Sorsogon City Campus
9	Laboratory Technician I	SSTCB-LAB1-2-2016	SG-06	13,572.00	Completion of two years studies in College	None Required	None Required	None Required (MC 11,s. 96-Cat III)	Adept in technology, efficient in verbal oral communication, detail oriented, time conscious, resourceful, anticipate needs, numeracy skills	SSU- 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 August 21, 2022

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](http://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](mailto:ssc@sorsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.