

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the Sorsogon State University:

  
KENNETH A. GOLIMLIM  
HRMO

Date: July 7, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	ADMINISTRATIVE OFFICER IV (Budget Officer II)	SSTCB-ADOF4-4-2023	15	42,178.00	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.	Bulan Campus
2	ADMINISTRATIVE OFFICER III	SSTCB-ADOF3-13-2006	14	38,764.00	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	ACCOUNTANT I	SSTCB-A1-6-2023	12	33,947.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Communication skills, Problem Solving & Research, Understanding values, Decision Making Processes and Outcomes, Teamwork, Motivation and Team Development, Liaison & Networking.	Sorsogon City-Accounting Unit
4	ADMINISTRATIVE OFFICER II (Budget Officer I)	SSTCB-ADOF2-37-2023	11	31,705.00	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-Budget Unit

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5	ADMINISTRATIVE OFFICER II	SSTCB-ADOF2-1-2012	11	31,705.00	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
6	ADMINISTRATIVE OFFICER I	SSTCB-ADOF1-16-2018	10	26,917.00	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 OFFICER I	SSTCB-ADOF1-17-2018	10	26,917.00	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
8	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	SSTCB-ADAS3-30-2023	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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	Bulan Campus
9	ADMINISTRATIVE ASSISTANT II (Property Custodian)	SSTCB-ADAS2-36-2025	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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	Bulan Campus
10	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	SSTCB-ADAS2-39-2025	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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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11	ADMINISTRATIVE ASSISTANT II	SSTCB-ADAS2-18-2018	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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
12	ADMINISTRATIVE ASSISTANT I	SSTCB-ADAS1-8-2018	7	20,914.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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
13	ADMINISTRATIVE ASSISTANT I	SSTCB-ADAS1-15-2018	7	20,914.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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
14	ADMINISTRATIVE AIDE VI (Clerk III)	SSTCB-ADA6-8-2018	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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
15	ADMINISTRATIVE AIDE VI (Clerk III)	SSTCB-ADA6-1-2016	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	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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16	ADMINISTRATIVE AIDE VI (Utility Foreman)	SSTCB-ADA6-7-2018	6	19,716.00	Elementary School Graduate	None Required	None Required	None required (MC No. 10, s. 2013,-Cat. III)	Delivering Service Excellence, Accountability, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City
17	ADMINISTRATIVE AIDE IV (Laboratory Aide)	SSTCB-ADA4-12-2018	4	17,506.00	Elementary School Graduate	None Required	None Required	None required (MC No. 10, s. 2013,-Cat. III)	Delivering Service Excellence, Accountability, Understanding Values, Teamwork, Motivation & Team Development, Liaison & Networking	Sorsogon City

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **July 17, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

GERALDINE F. DE JESUS, EdD

SUC President III

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.