

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of ROMBLON STATE UNIVERSITY in the CSC website:


ARNULFO F. DE LUNA, Ph.D.
(Head of Agency)

Date: October 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	RSCB-CADOF-1-2004	24	73,299	Masters Degree	120 hours of supervisory / mangement learning and development intervention undertaken within the last 5 years	5 years in position/s involving management and supervision	Career Service Professional/ Second Level Eligibility	1. Demonstrated competency to conceptualize implement, monitor, evaluate Asset Management Plan for the University that encompasses the human asset, academic asset, real/land assest consistent with its academic, research and extension, vison and directions; generate insights from their evaluation to continually improve the system. 2. Demonstrated competency to analyze inputs, process and accomplishments in procurement, supplies and physical facilities units as inputs for improving systems. 3. Demonstrated competency to develop human resource development plan, deep understanding of core competency requirements of faculty and staff members, and researchers to support curricular innovations and growth. 4. Ability to write technical reports and proposals to articulate development needs of the University to regulatory bodies and funding agencies to acquire institutional and logistical support. 5. Ability to introduce innovations to achieve strategic performance that promotes efficiency, effectiveness and sustainability for the unit	RSU Main 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 15, 2018.

1. Application letter (indicating the position applied for, item number, and name of the office where the vacancy is).
2. 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;
3. Curriculum vitae.
4. Photocopy of Transcript of records.
5. Photocopy of Diploma and/ or certificate of graduation
6. Photocopy of performance rating in the last rating period (if applicable).
7. Photocopy of authenticated certificate of eligibility/ bar or board rating/ license.
8. Photocopy of certificate of employment with actual duties and responsibilities (if applicable).
9. Photocopy of certificate of trainings/ seminars attended.
10. Original documents must be on hand and ready once requested.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NOEMI B. FAMINIALAN

Administrative Officer V/ HRMO

Liwanag, Odiongan, Romblon

noemsbadillofaminialan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.