

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.
SUC President II

Date: November 5, 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	Administrative Assistant I	RSCB-ADAS1-2-2009	08	15,254.00	Graduate of four (4) year course in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)		RSU-Main Campus
2	Administrative Aide I	RSCB-ADA1-19-2004	01	10,510.00	High School Graduate or completion of relevant vocational /trade course or completion of two-year studies in college	None required	None required	None required		RSU- Cajidiocan 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, 2018.

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.

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

noemspbadi@faminialan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.