

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: January 17, 2019

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 Aide IV	RSCB-ADA4-15-2004	04	12,674.00	Completion of two-year studies in college	Preferably with training	Preferably with experience	First Level Eligibility/CS Subprofessional	Must be detailed oriented; Knowledge of office filing system; Computer Literate; Ability to follow procedures	RSU MAIN CAMPUS
2	Administrative Aide III	RSCB-ADA3-15-2004	03	11,914.00	Completion of two-year studies in college	Preferably with training	Preferably with experience	First Level Eligibility/CS Subprofessional	Knowledge of office filing system; Ability to follow work instructions and standard procedures; Capacity to follow up documents and determine that tasks are complete; Computer literate	RSU
	NOTHING FOLLOWS									

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 January 29, 2019.

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.

All interested and qualified applicants are encouraged to apply regardless of age, sex, gender, ethnicity, civil status, religion, political affiliations, etc., including persons with disability, members of indigenous communities and those from any sexual orientation and gender identities. The Romblon State University adheres to the equal employment opportunity principle in the recruitment, selection, and placement process.

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

NOEMI B. FAMILIALAN
Administrative Officer V/ HRMO
Liwana, Odiongan, Romblon
noemsbadillofaminialan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.