

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the ROMBLON STATE UNIVERSITY in the CSC website:

NOEMI B. FAMINIALAN  
HRMO

Date: August 8, 2019

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 Assistant III		09	17,975.00	** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service ( Sub-Professional)	* Knowledge in government accounting and auditing rules and regulations * Good in oral and written communications * Possesses positive work attitude and wise time management * Excellent interpersonal relations * Proficiency in the use of computer software ( Word Processing, Worksheet and Powerpoint.	RSU MAIN CAMPUS (Accounting)
2	Administrative Assistant II	RSCB-ADAS2-8-2004	08	16,758.00	** Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service ( Sub-Professional)	* Knowledge in government accounting and auditing rules and regulations * Good in oral and written communications * Possesses positive work attitude and wise time management * Excellent interpersonal relations * Proficiency in the use of computer software ( Word Processing, Worksheet and Powerpoint.	RSU MAIN CAMPUS (Accounting)
3	Administrative Aide II	RSCB-ADA2-16-2004	02	11,761.00	Must be able to read and write/ Elementary School Graduate	None Required	None Required	None Required		RSU SAN AGUSTIN 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 20, 2019.

1. Application letter stating the specific position title with salary grade (SG) level and specific division/ province or place of assignment as posted.
2. Two (2) original copies of duly accomplished Personal Data Sheet (PDS) with recent ID picture taken with three (3) months prior to submission of application (CSC Form No. 212, Revised 2017)
3. Photocopy of Transcript of Record;
4. Photocopy of Certificate/s of Training relevant to the position applied and participated within the last five (5) years (if applicable).
5. Photocopy of authenticated eligibility (CSC, RA 1080, PRC, PD 907, etc.)
6. Certified copy of Individual Performance Commitment Review (IPCR) or its equivalent for the last rating period ( for applicants with work experience);

**Note:**

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

**2. Application letter stating NO salary grade, specific item number and place of assignment as posted will automatically be rejected.**

3. RSU respects the Next-in-Rank principle in the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) subject to qualification standards and requirements of the position. However failure to submit the application by any RSU employee is considered automatically a waiver of his/her privilege.

4. Applicants must present the original copy of documents/ attachments in the application letter to the Secretariat before the interview. None presentation of these documents will automatically disqualify the applicant.

5. Application with incomplete required document/s including the required information or data there in will not be accepted.

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](mailto:noemsbadillofaminialan@yahoo.com)