

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: September 2, 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	Chief Administrative Officer	RSCB-CADOF-1-2004	24	83,406	Masters Degree	80 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 asset consistent with its academic, research and extension, vision 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 **September 13, 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)