

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:

EDDIE G. FETALVERO
Professor IV/Acting HRMO

Date: January 7, 2020

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	
1	ADMINISTRATIVE OFFICER V (Supply Officer III)	RSCB-ADOF5-6-2004	18	40,637	Bachelor's Degree relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	<ul style="list-style-type: none"> •Plan and prepare current cost estimates/budget implications and long-term forecasts of agency's requirements for machinery, equipment, tools, materials, services, supplies, food aid and utilities; •Design, develop and update relevant software for tracking, reconciliation, and costing purposes; •Initiate actions leading to procurement, maintenance and disposal of items; •Conduct technical survey visits both in start-up phase and during implementation to plan and ensure most efficient use of resources; •Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; •Maintain accurate allocation and control of all equipment received, stored and distributed by the university. *Manage field supply delivery operations. •Assist in the development, review, monitoring, assessing and managing technical contracts for the provision of support services; •Do other duties that may be assigned from time to time. • With intensive trainings related to Republic Act 9184 (Government Procurement Reform Act). 	RSU Main Campus

2	NURSE II	RSCB-NURS2-2-2010	15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> * Management of Patient Care. * Assist the Chief Nurse in the implementation of research project of the department * Assist in the maintenance of safe and clean hospital environment for patients. * Assist Chief Nurse in the planning and implementation of a continuing in-service education program for all personnel of the department. * Assist Chief Nurse in planning assignments of nurses, aides and orderlies. * Collaborate with Chief Nurse, and other supervisors in the performance evaluation of personnel. * Supervise personnel; gives incidental instructions as needed. * Participate in planning and implementation of clinical conferences. * Do other related work. 	RSU Main Campus
3	FARM WORKER I	RSCB-FAWK1-2-2013	2	11,761.00	Elementary School Graduate	None Required	None Required	None required (MC 11 s.96 - Cat. III)	<ul style="list-style-type: none"> * Demonstrate positive work values; * Maintain physical assets; * Manage production records; * Implement quality standards and procedures; * Participate in workplace communication; * Practice occupational health and safety procedures; * Use relevant technologies; and * Work in team environment. 	Agudlos San Andres
4	SECURITY GUARD I	RSCB-SECG1-7-2001	03	12,466.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. 1996-Cat. II)	<ul style="list-style-type: none"> * Maintain a high level of moral integrity and dedication to duty & self service. * Must be physically fit and alert at all times . 	Calatrava Campus
5	ADMINISTRATIVE AIDE III	RSCB-ADAS3-24-2004	03	12,466.00	Completion of two-year studies in college or High School graduate with relevant vocational/ trade course	None Required	None Required	Relevant MC.11s. 1996 Career Service (Sub-professionally)/ First Level Eligibility	<ul style="list-style-type: none"> * Assist the office head in the preparation of regularly scheduled reports. * Encode documents and other pertinent data. * Develop and maintain a filing system. * Submit reports to other agencies. * Act as courier in sending inter office memo * Do other tasks assigned by the immediate head * Core Competency: * Exemplify integrity (Intermediate) * Demonstrate compliance with policies, rules and other standards set by the University and CSC 	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 **January 22, 2020**

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 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. Nonpresentation of these documents will automatically disqualify the applicant.

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

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

EDDIE G. FETALVERO

Professor IV/ Acting HRMO

Liwanag, Odiongan, Romblon

RSUhrmo@yahoo.com