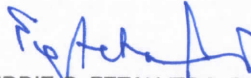


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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, Ph.D.  
HRMO

Date: July 6, 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 (if applicable)	
1	Medical Officer III	RSCB-MDOF3-1-2009	21	59353	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	Must indicate interest, dedication and commitment to help the department's program and all related activities which the department is involved; * Organizational Commitment, Integrity, Quality service focus	RSU Main Campus (Medical and Dental Services)
2	Guidance Counselor I	RSCB-GUIDC1-1-1998	11	22,316.00	Masters degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Participates in workplace communication, Works in team environment; *Interacts with customers; Implement quality standards and procedures, Promotes programs and services; Plans guidance program; Conducts orientation programs; Conducts counseling; Administers pre-training tests; and Facilitates job placement functions	RSU Main Campus
3	Guidance Counselor III	RSCB-GUIDC3-1-2001	13	26,754.00	Masters degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Participates in workplace communication, Works in team environment; *Interacts with customers; Implement quality standards and procedures, Promotes programs and services; Plans guidance program; Conducts orientation programs; Conducts counseling; Administers pre-training tests; and Facilitates job placement functions	RSU San Fernando Campus
4	School Librarian I	RSCB-SL1-1-2001	11	22,316.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education Arts major in Library Science	None Required	None Required	RA 1080	Manage the operation of the library; Conduct Physical inventory of library holdings; Classify library holdings, Upgrade library holdings and Maintain Library facilities.	RSU Sawang Campus

5	Administrative Assistant II	RSCB-ADAS2-6-2017	8	17,505.00	** Completion of two-year studies in college	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)
6	Administrative Assistant II	RSCB-ADAS2-8-2004	8	17,505.00	** Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service ( Sub-Professional)	Drafts/Types communication;Receives, sorts, files and releases communications and other documents; Manage Record, Maintain Physical Assets, Good in oral and written communications;Good inter-personal relationship and work attitude	RSU Main Campus
7	Administrative Assistant III	RSCB-ADAS3-24-2004	9	18,784.00	** 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
8	Administrative Aide I	RSCB-ADA1-16-2004	1	11,551.00	Must be able to read and write	None Required	None Required	None Required	Well versed in - computer hardware and peripherals troubleshooting- computer software installation and maintenance - local area networking both wired and wireless - website development and maintenance - knowledge in programming	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 August 28,2020.

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 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 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 VI/ Acting HRMO

Romblon State University, Liwanag, Odiongan, Romblon

[rsuhrmo@yahoo.com](mailto:rsuhrmo@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**