

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:

NONITO M. BLANCA

HIRMO

Date:

December 22, 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	ADMINISTRATIVE OFFICER V (Supply Officer III)	RSCB-ADOF5-6-2004	18	42,159	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	Security Guard II	RSCB-SECG2-1-2001	5	14,641	High School Graduate	None Required	None Required	Security Guard License (MC II, s-CAT.II)	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 January 22, 2021.

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 Rombon 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:

NONITO M. BLANCIA

Associate Professor V/ Acting HRMO

Liwanag, Odiongan, Romblon

RSUhrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.