

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 24, 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 Rombion 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 (ORA/OHRA) 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
Liwanaq, Odiangan, Rombion
RSUhrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.