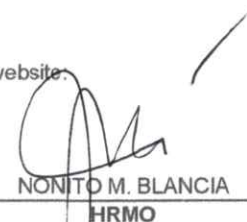


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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.


NONITO M. BLANCIA
HRMO

Date: February 18, 2021

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer III	RSCB-MDOF3-1-2009	21	60,901.00	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	**Promotes, protects and maintains the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services * Attends to the medical needs of students, faculty and other employees. * Renders emergency medical treatment. * Conducts physical examinations . *Must indicate interest, dedication and commitment to help the department's program and all related activities which the department is involved;* Integrity; * Quality Service Focus.	RSU- Main Campus
2	Administrative Aide I	RSCB-ADA1-3-2005	1	12,034.00	Must be able to read and write	None Required	None Required	None Required	**Assist in the conduct of field research, production of agri-projects.	RSU-REDI
3	Watchman I	RSCB-WCHM1-1-1998	2	12,790.00	Elementary School Graduate	None Required	None Required	(MC 11,S.1996-Cat. III)	*Maintain order and create a safe environment. ** *Good observational and monitoring ability.Ability to solve problems quickly and efficiently.Ability to follow instructions. Honest, hard-working,polite, calm and reasonable approach.	RSU- Calatrava Campus

4	Dentist I	RSCB-DENT1-1-2001	14	30,799.00	Doctor of Dental Medicine or Dental Surgery	None Required	None Required	RA 1080	**Plans and formulates policies and guidelines to Dental Health Programs . Attends to the dental needs of students, faculty and other employees. *Renders emergency dental treatment. * Conducts physical dental examinations.*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
5	xxx nothing follows xxx									

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 March 5, 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. Authenticated copy 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 and those from any 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:

NONITO M. BLANCIA
 Associate Professor V/ Acting HRMO
 Romblon State University, Liwanag, Odiongan, Romblon
rsuhrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.