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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 HSC websites

HRMO

No. OFFICER V FOLLOWS NOTHING ADMINISTRATIVE (Parenthetical applicable) Position Title Title, if Plantilla Item ADOF5-4 RSCB-2004 <u>8</u> Salary/ Job/ Grade Pay Monthly Salary 42,159 Bachelor's the job relevant to Degree Education 8 hours training relevant Training experience relevant 2 years of Experience Second Level Professional/ Career Service (RA 1080) /Licensed CPA |*Review of reimbursements and supporting documents; *Monitoring Eligibility Date: **Qualification Standards** *Review of Ilquidations and preparation of Journal Entry Vouchers; *Disbursement Journal, Check Disbursement Journal, and General *Preparation of General Journal, Cash Receipt Journal, Cash of Cash Advances; *Preparation of Report of Receipts, Disbursements and Balances; *Preparation of Financial Reports/statements; *Perform other related tasks as may be assigned from time to time. Competency (if applicable) January 11, 2021 RSU Main Camp Place of Assignm Accounting Office

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
- . Photocopy of Transcript of Record;

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- 4. Photocopy of Certificate/s of Training relevant to the position applied and participated within the last five (5) years (if applicable).
- . Photocopy of eligibility (CSC, RA 1080, PRC, PD 907, etc.)
- . Certified copy of Individual Performance Commitment Review (IPCR) or its equivalent for the last rating period (for applicants with work experience);

- and placement process. indegenous 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, selectic 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
- 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
- 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:

| Associate Professor V/ Acting HRM0 | | |
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iwanag, Odiongan, Romblon

RSUhrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.