


Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga city
Request for Publication of Vacant Position(s)

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant position(s), which are authorized to be filled, at the Western Mindanao State University in the CSC website:

This University Practices Equal Opportunity for Employment: "there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation & gender identity, civil status, disability, religion, ethnicity or political affiliation".


ELVIRA C. LUBATON
OIC-Human Resource Management Office

Date: March 29, 2022

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	Accountant III	WMSUB-A3-1-1998	SG - 19	49,835	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	Knowledge & competence in Auditing rules & regulations; Proficiency in Information Technology	Finance Division
1	Administrative Officer V	WMSUB-ADOF5-37-2004	SG - 18	45,203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledge in Human Resource Mgt., Knowledge on 2017 ORA-OHRA Flexibility & integrity	Administrative Services
1	Education Research Assistant II	WMSUB-EDRA2-1-1998	SG - 10	22,190	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Knowledge in Research & Techniques, Networking & Team Working	Research Center
1	Administrative Aide III	WMSUB-ADA3-93-2004	SG - 3	14,125	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility	Computer Literate Skills in Clerical Work	Administrative Services

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 April 14, 2022

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. CARLA A. OCHOTORENA, R.N., Ph.D.

President

Western Mindanao State University

Zamboanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

