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Northwest Samar State University is pleased to announce **12 vacant non-teaching positions.**

Date: August 13, 2025

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 Aide VI (Clerk III)	ADA6-12-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Legal Unit, Main Campus
2	Administrative Aide VI (Clerk III)	ADA6-20-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Records Unit, Main Campus
3	Administrative Aide VI (Clerk III)	ADA6-15-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Quality Assurance Office, Main Campus
4	Administrative Aide VI (Clerk III)	ADA6-14-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Project Management Unit, Main Campus
5	Administrative Aide VI (Clerk III)	ADA6-19-2004	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Accounting Unit, Main Campus
6	Administrative Assistant I	ADAS1-13-2023	7	20,110.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Human Resource Management Unit, Main Campus
7	Administrative Assistant II (Property Custodian)	ADAS2-29-2004	8	21,448.00	Completion of 2 years of studies in college (prior to 2018)	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility		Supply & Property Management Unit, Main Campus
8	Administrative Aide VI (Clerk III)	ADA6-21-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Supply & Property Management Unit, Main Campus
9	Administrative Aide VI (Clerk III)	ADA6-21-2004	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Office of the Registrar, Main Campus
10	Administrative Assistant II (Budgeting Assistant)	ADAS2-12-2023	8	21,448.00	Completion of 2 years of studies in college (prior to 2018)	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility		Budget Unit, San Jorge Campus



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11	Administrative Assistant II (Disbursing Officer II)	ADAS2-9-2023	8	21,448.00	Completion of 2 years of studies in college (prior to 2018)	4 hours of relevant training	1 year of relevant experience	CS Sub-professional/ First Level Eligibility		Cash Unit, San Jorge Campus
12	Administrative Aide VI (Clerk III)	ADA6-8-2023	6	18,957.00	Completion of 2 years of studies in college (prior to 2018)	None Required	None Required	CS Sub-professional/ First Level Eligibility		Accounting Unit, San Jorge Campus

INSTRUCTIONS/REMARKS

This University highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). Please feel free to inform the Human Resource Management Office (HRMO) in advance for the needed assistance.

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 **August 23, 2025**.

1. Fully accomplished and notarized 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. Authenticated copy of performance rating in the last two rating periods (if applicable);
3. Authenticated copy of certificate of eligibility/valid license and report of rating;
4. Authenticated copy of Transcript of Records;
5. Service Record/Certificate of current/previous employment with duties & responsibilities/Authenticated copy of Position/Job Description Form/Office Memorandum Order with duties and responsibilities; and
6. Certificate/s of trainings/seminars attended(relevant).

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

MARIA JONA V. TY
 Administrative Officer V (HRMO III)
 Rueda Street, Calbayog City, Samar
hrmo@nwssu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.