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**Northwest Samar State University is pleased to announce 17 vacant non-teaching positions.**

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	Legal Assistant III	LEA3-21-2023	14	37,024.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	CS Professional/ Second Level Eligibility		Legal Unit, Main Campus
2	Legal Assistant II	LEA2-20-2023	12	32,245.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	CS Professional/ Second Level Eligibility		Legal Unit, Main Campus
3	Administrative Officer I	ADO1-6-2023	10	25,586.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility		General Services Unit, Main Campus
4	Administrative Officer III	ADO3-14-2023	14	37,024.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Procurement Unit, Main Campus
5	Administrative Officer V (Records Officer III)	ADO5-13-2023	18	51,304.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Records Unit, Main Campus
6	Administrative Officer V	ADO5-14-2023	18	51,304.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Quality Assurance Office, Main Campus
7	Administrative Officer II	ADO2-7-2005	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility		Accounting Unit, Main Campus
8	Administrative Officer II (Human Resource Management Officer I)	ADO2-8-2005	11	30,024.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		Human Resource Management Unit, Main Campus
9	Administrative Officer V (Budget Officer III)	ADO5-29-2004	18	51,304.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Budget Unit, Main Campus
10	Administrative Officer V (Cashier III)	ADO5-28-2004	18	51,304.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Cash Unit, Main Campus
11	Administrative Officer I (Cashier I)	ADO1-5-2023	10	25,586.00	Bachelor's Degree	None Required	None Required	CS Professional/ Second Level Eligibility		Cash Unit, Main Campus
12	Administrative Aide IV (Driver II) - Contractual	ADA4-9-2005	4	16,833.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		General Services Unit, Main Campus



13	Administrative Officer V	ADOF5-10-2023	18	51,304.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility		Office of the Campus Director, San Jorge Campus
14	College Librarian II	CL2-27-2011	15	40,208.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)		College Library, San Jorge Campus
15	School Librarian I	SL1-45-2011	11	30,024.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)		College Library, San Jorge Campus
16	Administrative Officer IV (Budget Officer II)	ADOF4-23-2011	15	40,208.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility		Budget Unit, San Jorge Campus
17	Administrative Aide IV (Driver II) - Contractual	ADA4-49-2011	4	16,833.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013- Cat. IV)		General Services 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 17, 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](http://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](mailto:hrmo@nwssu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**