



Publication of Vacant Position

Head of Agency	:	GARY D. GARCIA, Ed.D.
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University-San Juan Campus San Jose, San Juan, Southern Leyte
Contact Person	:	JESYL G. UNABIA
Position	:	Administrative Officer II (HRMO I)
E-mail Address	:	slsusjhroffice@gmail.com
Contact Numbers	:	09656246638
Date of Recruitment	:	February 28, 2022

POSITION TITLE	:	Administrative Aide III (Clerk I)
No. of Vacancy	:	1
Item No.	:	SLSUB-ADA3-80-2004
Status	:	Permanent
Salary Grade	:	3
Monthly Salary	:	P 14,125.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Completion of Two (2) Years Studies in College
Experience	:	None Required
Training	:	None Required
Eligibility	:	Career Service (Subprofessional) / First Level Eligibility

Competencies Required:

Core: Service Excellence, Integrity, Commitment to Learning, Accountability
Organizational: Communication Skills, Interpersonal Relationship, Initiatives, Stress Tolerance
Technical: Computer Literacy, Attention to details

Documents Required:

1. Application letter addressed to:
The Campus Director
Southern Leyte State University – San Juan Campus
San Jose, San Juan, Southern Leyte
2. Fully-accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture
3. Performance rating in the last rating period (if applicable);
4. Authenticated copy of eligibility/rating/license;
5. Authenticated copy of Transcript of Records;
6. Service Record (if employed in the gov’t sector) or Certificate of Employment (if employed in the private institution); and
7. Copy of Certificates of trainings/seminars (if applicable).

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), member of indigenous communities and those from any sexual orientation and gender identities.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application documents in ONE (1) PDF File to slsusjhroffice@gmail.com not later than **March 11, 2022**.

Prepared by:

(SGD) JESYL G. UNABIA
AO II (HRMO I)

Noted by:

(SGD) GARY D. GARCIA, Ed.D.
Campus Director /HRMPSB Chair



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY-SAN JUAN CAMPUS
San Jose, San Juan, Southern Leyte
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Doc. Code: SLSU-QF-HR04
Revision: 01
Date: 31 July 2017

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Date of Recruitment	:	February 28, 2022

POSITION TITLE	:	Security Guard I
No. of Vacancy	:	1
Item No.	:	SLSUB-SECG1-83-2004
Status	:	Permanent
Salary Grade	:	3
Monthly Salary	:	P 14,125.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications	:	
Education	:	High School Graduate
Experience	:	None Required
Training	:	None Required
Eligibility	:	Security Guard License (MC 10, s. 2013, CAT. IV)

Competencies Required :
Core: Service Excellence, Integrity, Organizational Commitment, Accountability
Organizational: Interpersonal Relationship, Initiatives, Stress Tolerance
Technical: Attention to details

- Documents Required:**
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Prepared by:	Noted by:
(SGD) JESYL G. UNABIA AO II (HRMO I)	(SGD) GARY D. GARCIA, Ed.D. Campus Director / HRMP SB Chair



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POSITION TITLE	:	Guidance Counselor III
No. of Vacancy	:	1
Item No.	:	SLSUB-GUIDC3-20-2004
Status	:	Permanent
Salary Grade	:	13
Monthly Salary	:	P 29,798.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Master's Degree in Guidance and Counseling
Experience	:	None Required
Training	:	None Required
Eligibility	:	RA 1080 (Guidance Counselor)

Competencies Required :

Core: Accountability, Environmental Awareness, Integrity, Service Excellence
Leadership: Developing People, Managing Conflict
Organizational: Communication Skills, Interpersonal Relationship, Stress Tolerance,
Emotional Maturity
Technical: Computer Literacy, Conceptual & Analytical Thinking

Documents Required:

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