

Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SOUTHERN LEYTE STATE UNIVERSITY in the CSC website:

HAZELLE V. VILLA - ASALDO, MDM

Director, UHRMD

Date:

1/5/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Registrar II	SLSUB-R2-16-2004	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Sogod Campus
2	Administrative Officer V (HRMD III)	SLSUB-AD0F5-12-2004	1B	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Sogod Campus
3	Guidance Counselor II	SLSUB-GUIDC2-21-2004	12	29,165.00	Master's degree in Guidance and Counseling	None required	None required	RA 1060 (Guidance Counselor)	N/A	SLSU-Sogod Campus
4	Administrative Assistant II (Clerk IV)	SLSUB-ADAS2-32-2004	8	19,741.00	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Sogod Campus
5	Administrative Assistant II (Clerk IV)	SLSUB-ADAS2-33-2004	8	19,741.00	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Sogod Campus
6	Administrative Aide VI (Clerk III)	SLSUB-ADA6-55-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Sogod Campus
7	Administrative Aide VI (Clerk III)	SLSUB-ADA6-4B-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Sogod Campus
8	Administrative Aide IV (Clerk II)	SLSUB-ADA4-44-2004	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Sogod Campus
9	Administrative Aide IV (Electrician II)	SLSUB-ADA6-2-2012	6	17,553.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC No. 10.s. 2013- Cat II)	N/A	SLSU-Sogod Campus

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 16, 2023.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenus and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MS. HAZELLE VILLA - ASALDO

Director, UHRMD

Southern Leyte State University, Sogod Campus

recruitment_sg@southernleytestateing.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.