

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. ASALDO, MDM
Director, UHRMD

Date: 8/1/2023

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	Guidance Counselor II	SLSUB-GUIDC2-21-2004	12	29,165.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	SLSU-Main Campus (Guidance Office)
2	Administrative Aide VI (Clerk III)	SLSUB-ADA6-24-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (University Board Secretary's Office)
3	Administrative Aide VI (Clerk III)	SLSUB-ADA6-25-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Legal Office)
4	Administrative Aide VI (Clerk III)	SLSUB-ADA6-26-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Record's Office)
5	Administrative Aide VI (Clerk III)	SLSUB-ADA6-27-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Human Resource Management Office)
6	Administrative Aide VI (Clerk III)	SLSUB-ADA6-28-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Information Office)
7	Administrative Aide VI (Clerk III)	SLSUB-ADA6-29-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Planning Office)
8	Administrative Aide VI (Clerk III)	SLSUB-ADA6-30-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Project Management Office)
9	Administrative Aide VI (Clerk III)	SLSUB-ADA6-31-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Internal Audit Unit)
10	Administrative Aide VI (Clerk III)	SLSUB-ADA6-32-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Accounting Office)

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than August 11, 2023.

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;
3. Certificate of employment with actual duties & responsibilities (if applicable);
4. Certificate of training/seminars attended (for the past five (5) years;
5. 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;
6. Performance rating in the last rating period (if applicable);
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.
9. 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 indigenous 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:

DR. JUDE A. DUARTE
University President
SLSU, Sogod Campus, Sogod, So. Leyte
recruitment_sg@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

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Director, UHRMD

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Administrative Aide VI (Clerk III)	SLSUB-ADA6-33-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Budget Office)
12	Administrative Aide VI (Clerk III)	SLSUB-ADA6-34-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Budget Office)
13	Administrative Aide VI (Clerk III)	SLSUB-ADA6-35-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (President's Office)
14	Administrative Aide VI (Clerk III)	SLSUB-ADA6-36-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (VP for Academic Affairs' Office)
15	Administrative Aide VI (Clerk III)	SLSUB-ADA6-37-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (VP for Students & Auxiliary Services Office)
16	Administrative Aide VI (Clerk III)	SLSUB-ADA6-47-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Registrar's Office)
17	Administrative Aide VI (Clerk III)	SLSUB-ADA6-52-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	SLSU-Main Campus (Library)
18	Administrative Aide VI (Labor Foreman)	SLSUB-ADA6-56-2004	6	17,553.00	High School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	SLSU-Main Campus (General Services Unit)
19	Administrative Aide III (Audio Visual Equipment Operator I)	SLSUB-ADA3-8-2016	3	14,678.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996	N/A	SLSU-Main Campus (Information Office)

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