



## Publication of Vacant Position

<b>Head of Agency</b>	:	<b>CONSTANTINO G. MEDILO, JR., Ph.D</b>
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
<b>Contact Person</b>	:	<b>ABEGAIL L. BANO</b>
Position	:	HRMO-Designate
E-mail Address	:	abano@southernleytestateu.edu.ph
Contact Numbers	:	09204374641

**POSITION TITLE** : **ACCOUNTANT II**  
 No. of Vacancy : 1  
 Item No. : SLSUB-A2-21-2023  
 Status : Permanent  
 Salary Grade : 16  
 Monthly Rate : Php 39,672.00  
 Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : BS Accountancy/ BSC- Accounting/ BSBA Accounting  
 Experience : At least 1 year of relevant experience  
 Training : 4 hrs of Relevant Training  
 Eligibility : RA 1080 (Certified Public Accountant)

**Competencies Required** : **None**

**POSITION TITLE** : **ADMINISTRATIVE OFFICER IV (HRMO II)**  
 No. of Vacancy : 1  
 Item No. : SLSUB-ADOF4-20-2023  
 Status : Permanent  
 Salary Grade : 15  
 Monthly Rate : Php 36,619.00  
 Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : Bachelor's Degree Related to the Field  
 Experience : At least 1 year of relevant experience  
 Training : 4 hrs of Relevant Training  
 Eligibility : Career Service (Professional) Second Level Eligibility

**Competencies Required** : **None**





**POSITION TITLE** : **ADMINISTRATIVE OFFICER IV (Budget Officer II)**  
No. of Vacancy : 1  
Item No. : SLSUB-ADOF4-16-2004  
Status : Permanent  
Salary Grade : 15  
Monthly Rate : Php 36,619.00  
Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : Bachelor's Degree Related to the Field  
Experience : At least 1 year of relevant experience  
Training : 4 hrs of Relevant Training  
Eligibility : Career Service (Professional) Second Level Eligibility

**Competencies Required** : **None**

**POSITION TITLE** : **ADMINISTRATIVE OFFICER III (Procurement Officer II)**  
No. of Vacancy : 1  
Item No. : SLSUB-ADOF3-18-2023  
Status : Permanent  
Salary Grade : 14  
Monthly Rate : Php 33,843.00  
Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : Bachelor's Degree Related to the Field  
Experience : At least 1 year of relevant experience  
Training : 4 hrs of Relevant Training  
Eligibility : Career Service (Professional) Second Level Eligibility

**Competencies Required** : **None**

**POSITION TITLE** : **ADMINISTRATIVE OFFICER III (Cashier II)**  
No. of Vacancy : 1  
Item No. : SLSUB-ADOF3-19-2023  
Status : Permanent  
Salary Grade : 14  
Monthly Rate : Php 33,843.00  
Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : Bachelor's Degree Related to the Field  
Experience : At least 1 year of relevant experience  
Training : 4 hrs of Relevant Training  
Eligibility : Career Service (Professional) Second Level Eligibility

**Competencies Required** : **None**



**POSITION TITLE** : **SCHOOL LIBRARIAN III**  
No. of Vacancy : 1  
Item No. : SLSUB-SL3-23-2004  
Status : Permanent  
Salary Grade : 13  
Monthly Rate : Php 31,320.00  
Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : BS in Library Science/ BS Information Science  
Experience : None required  
Training : None required  
Eligibility : RA 1080

**Competencies Required** : **None**

**POSITION TITLE** : **ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)**  
No. of Vacancy : 1  
Item No. : SLSUB-ADAS3-13-2023  
Status : Permanent  
Salary Grade : 9  
Monthly Rate : Php 21,129.00  
Monthly Allowance : Php 2,000.00

**Minimum Qualifications**

Education : Completion of 2 years studies in college  
Experience : At least 1 year of relevant experience  
Training : 4 hrs of Relevant Training  
Eligibility : Career Service (Sub-Professional) First Level Eligibility

**Competencies Required** : **None**

**Documents Required:**

1. Application letter addressed to:  
**CONSTANTINO G. MEDILO, JR., Ph.D.**  
Campus Director  
Southern Leyte State University-Tomas Oppus Campus  
San Isidro, Tomas Oppus, Southern Leyte
2. Comprehensive Curriculum Vitae
3. Authenticated copy of Transcript of Records
4. Service Record (if employed in the gov't sector)
5. Certificate of Employment (if employed in the private sector)
6. Certificates of trainings/seminars attended during the last five (5) years
7. Authenticated copy of eligibility (if applicable)
8. Copy of Performance Rating during the last two years (if applicable)

Submit your application not later than **August 13, 2023.**

Prepared by:

**(SGD)ABEGAIL L. BANO**  
**HRMO, Designate**

Noted by:

**(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D.**  
**Campus Director**

