



## Publication of Vacant Position

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

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

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

<b>Competencies Required</b>	:	<b>None</b>
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<b>POSITION TITLE</b>	:	<b>ADMINISTRATIVE OFFICER IV (HRMO II)</b>
<b>No. of Vacancy</b>	:	<b>1</b>
<b>Item No.</b>	:	<b>SLSUB-ADOF4-20-2023</b>
<b>Status</b>	:	<b>Permament</b>
<b>Salary Grade</b>	:	<b>15</b>
<b>Monthly Rate</b>	:	<b>Php 36,619.00</b>
<b>Monthly Allowance</b>	:	<b>Php 2,000.00</b>

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

<b>Competencies Required</b>	:	<b>None</b>
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**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**