

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

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:

VERONICA L. REOMA  
HRMO

Date:

January 19, 2021

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	Registrar IV	SLSUB-R4-4-2004	22	P68,415	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		
2	Planning Officer III	SLSUB-PLO3-1-2005	18	P43,681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		
3	Nurse II	SLSUB-NUR2-3-2010	17	P39,986	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		
4	Guidance Counselor II	SLSUB-GUIDC2-21-2004	12	P26,052	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		
5	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-23-2004	10	P21,205	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		
6	Watchman III	SLSUB-WCHM3-37-2004	7	P17,179	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat III)		
7	Administrative Aide VI (Clerk III)	SLSUB-ADA6-48-2004	6	P16,200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		
8	Administrative Aide VI (Clerk III)	SLSUB-ADA6-55-2004	6	P16,200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		
9	Administrative Aide V (Carpenter II)	SLSUB-ADA5-58-2004	5	P15,275	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013 - Cat II)		
10	Laboratory Aide II	SLSUB-LABA2-11-2004	4	P14,400	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat III)		
11	Administrative Aide III (Clerk I)	SLSUB-ADA3-73-2004	3	P13,572	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		

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 29, 2021.

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](http://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.

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

VERONICA L. REOMA  
Administrative Officer V (HRMO III)  
SLSU-Main Campus, Sogod, Southern Leyte  
[slsusogod.hrmo@gmail.com](mailto:slsusogod.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**