

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:

(SGD) MERCY F. JADRAQUE

HRMO I

Date: July 12, 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	Administrative Officer IV (Budget Officer II)	SLSUB-ADOF4-17- 2004	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Bontoc Campus
2										
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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 July 27, 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 position without discrimin

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

(SGD) DEWOOWOOGEN P. BACLAYON, Ph.D.

Campus Director

San Ramon, Bontoc , Southern Leyte

cd_bt@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.