

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: March 31, 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 II (Budget Officer I)	SLSUB-ADOF2-222- 2004	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Bontoc Campus
2	Administrative Aide VI (Clerk III)	SLSUB-ADA6-60-2004	06	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Bontoc Campus
3	Security Guard II	SLSUB-SECG2-61-2004	05	16,543.00	High School Graduate	None Required	None Required	Security Guard License (MC, s. - Cat II)	N/A	SLSU-Bontoc Campus
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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 April 13, 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 encourage all interested and qualified applicants and promotes equal 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 communities 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:

(SGD) **MERCY F. JADRAQUE**

HRMO I

San Ramon, Bontoc, Southern Leyte

sbsubontocampus@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.