

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:

August 2, 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 V	SLSUB-ADOF5-22- 2023	18	46,725.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Bontoc Campus
2	Accountant II	SLSUB-A2-22-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	N/A	SLSU-Bontoc Campus
3	Administrative Officer IV (HRMO II)	SLSUB-ADOF4-21- 2023	15	36,619.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Bontoc Campus
4	Administrative Officer III (Cashier II)	SLSUB-ADOF3-20- 2023	14	33,843.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level	N/A	SLSU-Bontoc Campus
5	Officer III (Procurement Officer)	SLSUB-ADOF3-21- 2023	14	33,843.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level	N/A	SLSU-Bontoc Campus
6	Administrative Assistant III (Senior Bookkeeper)	SLSUB-ADAS3-14- 2023	9	21,211.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessiona l) First Level Eligibility	N/A	SLSU-Bontoc Campus

7	Administrative Assistant II (Disbursing Officer II)	SLSUB-ADAS2-12-2023	8	19,744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
8	Administrative Assistant II (Property Custodian)	SLSUB-ADAS2-13-2023	8	19,744.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
9	Administrative Assistant I (Buyer I)	SLSUB-ADAS1-9-2023	7	18,620.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
10	Administrative Aide VI (Clerk III)	SLSUB-ADA6-8-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
11	Administrative Aide VI (Clerk III)	SLSUB-ADA6-9-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
12	Administrative Aide VI (Clerk III)	SLSUB-ADA6-10-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
13	Administrative Aide VI (Clerk III)	SLSUB-ADA6-11-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
14	Administrative Aide VI (Clerk III)	SLSUB-ADA6-12-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus
15	Administrative Aide VI (Clerk III)	SLSUB-ADA6-60-2004	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessiona I) First Level Eligibility	N/A	SLSU-Bontoc Campus

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 August 18, 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

GLADYS L. PASCUAL

Campus Director

San Ramon, Bontoc , Southern Leyte

mjadraque@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.