

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:

**GARY D. GARCIA, Ed.D.**  
Campus Director

Date: 27-Jul-23

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-ADOF5-24-2023	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	SLSU - San Juan Campus
2	Accountant II	SLSUB-A2-24-2023	16	39,672	BS Accountancy/ BSC-Accounting/ BSBA Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	SLSU - San Juan Campus
3	Administrative Officer IV (Budget Officer II)	SLSUB-ADOF4-23-2023	15	36,619	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 - San Juan Campus
4	Administrative Officer III (Cashier II)	SLSUB-ADOF3-24-2023	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	SLSU - San Juan Campus
5	Administrative Assistant II (Property Custodian)	SLSUB-ADAS2-16-2023	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
6	Administrative Assistant II (Budgeting Assistant)	SLSUB-ADAS2-17-2023	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
7	Administrative Assistant II (Disbursing Officer II)	SLSUB-ADAS2-18-2023	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus

8	Administrative Assistant I (Buyer I)	SLSUB-ADAS1-11-2023	7	18,620	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
9	Administrative Aide VI (Clerk III)	SLSUB-ADA6-19-2023	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
10	Administrative Aide VI (Clerk III)	SLSUB-ADA6-20-2023	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
11	Administrative Aide VI (Clerk III)	SLSUB-ADA6-21-2023	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
12	Administrative Aide VI (Clerk III)	SLSUB-ADA6-22-2023	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
13	Administrative Aide VI (Clerk III)	SLSUB-ADA6-23-2023	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan 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 7, 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](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.
5. EEOP Statement. 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 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:

**JESYL G. UNABIA**

AO II (HRMO I)

San Jose, San Juan, Southern Leyte

[hrmo\\_sj@southernleytestateu.edu.ph](mailto:hrmo_sj@southernleytestateu.edu.ph)

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