

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:

**GLOREINA M. MERCADO, MPA**  
HRMO

Date: November 16, 2022

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	Instructor I	SLSUB-INST1-5- 2020	12	27,608.00	Master in Public Administration	None Required	None Required	None Required	Commitment, Knowledge of Subject, Teaching for Independent Learning, Management of Learning.	Southern Leyte State University- Maasin City 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 November 26, 2022.

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. 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:

**GLOREINA M. MERCADO, MPA**  
Administrative Officer III/ HRMO- Designate  
Southern Leyte State University- Maasin City Campus  
[hr\\_mcc@southernleytestateu.edu.ph](mailto:hr_mcc@southernleytestateu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.