

Republic of the Philippines
Southern Leyte State University
Hinunangan Campus
Hinunangan, Southern Leyte

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 SLSU-Hinunangan Campus


CAROL ANN B. ORIAS

HRMO I

Date: March 1, 2024

No.	Position Title	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 (Human Resource Management Officer I)	SLSUB-ADOF2-221-2004	11	P 27,000.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		SLSU-Hinunangan
1	Administrative Officer I (Records Officer I)	SLSUB-ADOF1-28-2004	10	P 23,176.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		SLSU-Hinunangan

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 **March 11, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2018) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination.

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


CAROL ANN B. ORIAS

HRMO I

SLSU-Hinunangan Campus, Hinunangan, Southern Leyte

cd_hn@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.