

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: July 21, 2023

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 IV (HRMO II)	SLSUB-ADOF4 - 22-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional /Second Level Eligibility	None	SLSU-Hinunangan 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 **July 31, 2023**.

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](http://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 Offices 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  
[hr@hinunangan.slsuonline.edu.ph](mailto:hr@hinunangan.slsuonline.edu.ph)

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