

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: August 2, 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 Assistant III (Senior Bookkeeper)	SLSUB-ADAS3-15-2023	9	21,211.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996/ Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
2.	Administrative Assistant II (Property Custodian)	SLSUB-ADAS2-14-2023	8	19,744.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996/ Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
3.	Administrative Assistant II (Budgeting Assistant)	SLSUB-ADAS2-15-2023	8	19,744.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996/ Career Service SubProfessional/First 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 **August 14, 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;
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

cd_hn@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.