

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:

  
DARYL JAMES VALDEZ, RSW, MSSW  
**HRMO**

Date: 31-Jan-22

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	Budget Officer I	N/A	11	25,439	Bachelors degree related to Finance and Budgeting	4 hours relevant training	1 year relevant experience	CSC / RA 1080	Core, Leadership, Organization & Technical Competence	SLSU - Maasin City Campus
2	Administrative Assistant II	N/A	8	18,998	Any Bachelors degree	None Required	None Required	CSC Sub- Professional	Core, Leadership, Organization & Technical Competence	SLSU - 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 February 10, 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.

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

**DARYL JAMES VALDEZ**

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(Instructor I) HRMO Designate

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Tunga-tunga, Maasin City

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[hrmo.maasincampus@gmail.com](mailto:hrmo.maasincampus@gmail.com)

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