

Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Glorein, M. Mercado

HRMO II

Date:

February 12, 2024

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.  | Salary/ Job/<br>Pay Grade | Monthly Salary | Qualification Standards                    |                               |                              |   |                               | Place of Assignment      |
|-----|---|---------------------|---------------------------|----------------|--|-------------------------------|------------------------------|---|-------------------------------|--------------------------|
|     |   |                     |                           |                | Education                                  | Training                      | Experience                   | Eligibility   | Competency<br>(if applicable) |                          |
| 1   | Administrative Assistant I<br>(Secretary I)               | SLSUB-ADAS1-8-2023  | 7                         | 18,620.00      | Completion of two years studies in college | None required                 | None required                | Career Service (Subprofessional)                        | N/A                           | SLSU- Maasin City Campus |
| 2   | Administrative Officer III<br>(Supply Officer II)         | SLSUB-ADOF3-17-2023 | 14                        | 33,843.00      | Bachelor's degree                          | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional), Second Level Eligibility | N/A                           | 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 22, 2024.

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:

**Frederick C. Aniga, Ph. D.**

Campus Director

Southern Leyte State University- Maasin City Campus

[recruitment\\_maasin@southernleytestateun.edu.ph](mailto:recruitment_maasin@southernleytestateun.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.