

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:

  
**GARY D. GARCIA, Ed.D.**  
Campus Director

Date: 28-Feb-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	Administrative Aide III (Clerk I)	SLSUB-ADA3-80- 2004	3	14125	Completion of Two (2) Years Studies in College	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	<b>Core:</b> Service Excellence, Integrity, Commitment to Learning, Accountability. <b>Organizational:</b> Communication Skills, Interpersonal Relationship, Initiatives, Stress Tolerance <b>Technical:</b> Computer Literacy, Attention to details	SLSU - San Juan Campus, San Jose, San Juan, Southern Leyte
2	Security Guard I	SLSUB-SECG1-83- 2004	3	14125	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013, CAT. IV)	<b>Core:</b> Service Excellence, Integrity, Organizational Commitment, Accountability <b>Organizational:</b> Interpersonal Relationship, Initiatives, Stress Tolerance <b>Technical:</b> Attention to details	SLSU - San Juan Campus, San Jose, San Juan, Southern Leyte

3	Guidance Counselor III	SLSUB-GUIDC3-20-2004	13	29798	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	<b>Core:</b> Accountability, Environmental Awareness, Integrity, Service Excellence <b>Leadership:</b> Developing People, Managing Conflict <b>Organizational:</b> Communication Skills, Interpersonal Relationship, Stress Tolerance, Emotional Maturity <b>Technical:</b> Computer Literacy, Conceptual & Analytical Thinking	SLSU - San Juan Campus, San Jose, San Juan, Southern Leyte
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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, 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:

  
**JESYL G. UNABIA**  
AO II (HRMO I)  
San Jose, San Juan, Southern Leyte  
[slsusihroffice@gmail.com](mailto:slsusihroffice@gmail.com)

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