

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:

JESYL G. UNABIA
HRMO

Date:

26-Apr-24

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	Accountant II	SLSUB-A2-24-2023	16	39,672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	SLSU - San Juan Campus
2	Guidance Counselor III	SLSUB-GUIDC3-20-2004	13	31,320	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	SLSU - San Juan Campus
3	Administrative Officer I (Records Officer I)	SLSUB-ADOF1-2-2006	10	23,176	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	SLSU - San Juan Campus
4	Administrative Aide VI (Clerk III)	SLSUB-ADA6-58-2004	6	17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus

5	Administrative Aide IV (Clerk II)	SLSUB-ADA4-18-2011	4	15,586	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan Campus
6	Administrative Aide III (Clerk I)	SLSUB-ADA3-81-2004	3	14,678	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	SLSU - San Juan 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 May 8, 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;
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. EEOP Statement. 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:

GARY D. GARCIA, Ed.D.

 Campus Director

 San Jose, San Juan, Southern Leyte

hrmo_sj@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.