

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:

**GORDON B. OPINA**  
Administrative Officer V (HRMO III)

Date: 02/07/2024

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 III	SLSUB-A3-10-2004	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years relevant experience	RA 1080	N/A	SLSU-Main Campus (Accounting Office)
2	GUIDANCE COUNSELOR II	SLSUB-GUIDC2-21-2004	12	29,165.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	SLSU-Main Campus (Guidance Office)
3	ADMINISTRATIVE OFFICER II (Human Resource Management I)	SLSUB-ADOF2-10-2006	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Human Resource Management Office)
4	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	SLSUB-ADAS3-26-2004	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Accounting Office)
5	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-40-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Director of Instruction Office)
6	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-42-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Extension Services)
7	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-51-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Research EIS)
8	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-55-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (OVREIS Office)
9	ADMINISTRATIVE AIDE III (Audio-Visual Equipment Operator I)	SLSUB-ADA3-8-2016	3	14,678.00	High School Graduate or Completion of relevant vocational/trade school	None required	None required	None Required (MC 11,s.96 - Cat. III)	N/A	SLSU-Main Campus (MIS Office)

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than February 19, 2024.

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;
3. Certificate of employment with actual duties & responsibilities (if applicable);
4. Certificate of training/seminars attended (for the past five (5) years, if applicable);
5. 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);
6. Performance rating in the last rating period (if applicable);
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous 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:

**DR. JUDE A. DUARTE**  
University President  
SLSU, Sogod Campus, Sogod, So. Leyte  
[recruitment\\_sg@southernleytestateu.edu.ph](mailto:recruitment_sg@southernleytestateu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.