



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

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Southern Leyte State University, Sogod Campus in the CSC website:


PROSE IVY G. YEPES, Ed.D.
University President 

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide V (Carpenter II)	SLSUB-ADA5-2-2010	5	13,481.00	High school graduate	4 hours of relevant training	6 months of relevant experience	None required	Technical Skills Strength in terms of skills & knowledge to perform assigned tasks and cuddles continued growth & learning. ✓ Work Efficiency Ability to do assigned tasks with least use of time and resources. Behavioral Competence Adhere to ethical, moral and legal conduct in the performance of job. Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.	SLSU, Sogod Campus

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities. Please feel free to inform the HRM Office in advance for the needed assistance. 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 **October 11, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of Transcript of Records.

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

DR. PROSE IVY G. YEPES

University President

Southern Leyte State Univeristy, Sogod, Campus, Sogod,
ssumaincampus@gmail.com/ vlreoma@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.