

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, Sogod Campus in the CSC website:


VERONICA L. REOMA
Administrative Officer V (HRMO III)

Date: 29-Nov-18

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SLSUB-SRAS-27-2004	Science Research Assistant	9	17,473.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		
2	SLSUB-ADAS2-2-2007	Administrative Assistant II (Clerk IV)	8	16,282.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		
3	SLSUB-ADA3-73-2004	Administrative Aide III (Clerk I)	3	11,914.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Subprofessional)		
4	SLSUB-ADA3-68-2004	Administrative Aide III (Clerk I)	3	11,914.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Subprofessional)		
5	SLSUB-ADA5-2-2010	Administrative Aide V (Carpenter II)	5	13,481.00	Must be able to read and write/Elementary School Graduate	4 hours of relevant training	1 year or relevant experience	Carpenter (MC 11, 96 - Cat I)		
6	SLSUB-CMF-35-2004	Construction and Maintenance Foreman	8	16,282.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s.96 - Cat III)		
7	SLSUB-GUIDC2-21-2004	Guidance Counselor II	12	22,149.00	Master's degree in Guidance and Counseling	None required	None Required	RA 1080 (Guidance Counselor)		

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 December 14, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Service Record or Certificate of employment (if applicable); and
6. Photocopy of Certificates of trainings/seminars attended

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

DR. PROSE IVY G. YEPES, Ed.D.

University President

Brgy. San Roque, Sogod, Southern Leyte

op@slsuonline.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.