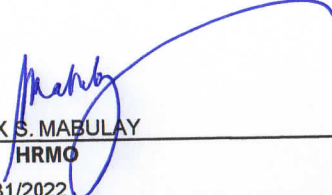


Republic of the Philippines  
SOUTHERN LEYTE STATE UNIVERSITY-TOMAS OPPUS CAMPUS  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SLSU-Tomas Oppus in the CSC website:

  
ALEX S. MABULAY  
HRMO

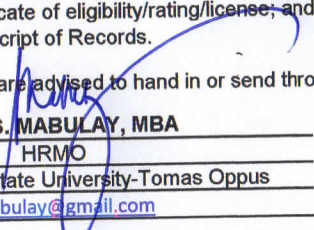
Date: 1/31/2022

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 1)	Casual	3	14,125.00	at least 2 yrs in college	None Required	None Required	CS-Sub Professional	None Required	SLSU-Tomas Oppus
2										
3										
4										
5										

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 February 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:

  
ALEX S. MABULAY, MBA  
HRMO  
Southern Leyte State University-Tomas Oppus  
[asmabulay@gmail.com](mailto:asmabulay@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.