


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:


VENUS MAE S. RADORES
Administrative Officer II (HRMO I)

Date: 11/9/2023

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 ASSISTANT III (Secretary II (A))	SLSUB-ADAS3-17-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Office of the University Board Secretary)
2	ADMINISTRATIVE OFFICER II (Data Controller III)	SLSUB-ADOF2-18-2023	11	27,000.00	Completion of two years studies in college or High School Graduate with relevant vocation/trade course	8 hours of relevant training	2 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I) First Level Eligibility	N/A	SLSU-Main Campus (Quality Assurance Office)
3	ADMINISTRATIVE OFFICER I (PLUMBING AND TINNING INSPECTOR II)	SLSUB-ADOF1-16-2023	10	23,176.00	High School Graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Pipefitter or Plumber (MC 11,s. 96 - Cat I)	N/A	SLSU-Main Campus (General Services Office)
4	ADMINISTRATIVE ASSISTANT II (ELECTRICAL INSPECTOR II)	SLSUB-ADAS2-22-2023	8	19,744.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11, s.96-Cat 1)	N/A	SLSU-Main Campus (General Services Office)

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than November 20, 2023.

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;
6. Performance rating in the last rating period (if applicable);
7. Photocopy of certificate of eligibility/rating/license; and

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).