



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-Hinunangan Campus in the CSC website:

CAROL ANN B. ORIAS
HRMO I

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				July 11, 2023	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Accountant II	SLSUB-A2-23-2023	16	39,672.00	Bachelor of Science in Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	Competency	SLSU-Hinunangan Campus
2	Administrative Officer IV (HRMO II)	SLSUB-ADOF4 -22-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience		(if applicable) None	SLSU-Hinunangan Campus
3	Administrative Officer III (Cashier II)	SLSUB-ADOF3-22-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional /Second Level Eligibility	None	SLSU-Hinunangan Campus
4	Administrative Officer III (Procurement Management Officer II)	SLSUB-ADOF3-23-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional /Second Level Eligibility	None	SLSU-Hinunangan Campus
5	Administrative Assistant III (Senior Bookkeeper)	SLSUB-ADAS3-15-2023	9	21,211.00	Completion of two years in college	4 hours of relevant experience	1 year of relevant experience	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
6	Administrative Assistant II (Property Custodian)	SLSUB-ADAS2-14-2023	8	19,744.00	Completion of two years in college	4 hours of relevant experience	1 year of relevant experience	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
7	Administrative Assistant II (Budgeting Assistant)	SLSUB-ADAS2-15-2023	8	19,744.00	Completion of two years in college	4 hours of relevant experience	1 year of relevant experience	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
8	Administrative Assistant I (Buyer)	SLSUB-ADAS1-10-2023	7	18,620.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
9	Administrative Aide VI (Clerk III)	SLSUB-ADA6-13-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
10	Administrative Aide VI (Clerk III)	SLSUB-ADA6-14-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus

11	Administrative Aide VI (Clerk III)	SLSUB-ADA6-15-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
12	Administrative Aide VI (Clerk III)	SLSUB-ADA6-16-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
13	Administrative Aide VI (Clerk III)	SLSUB-ADA6-17-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus
14	Administrative Aide VI (Clerk III)	SLSUB-ADA6-18-2023	6	17,553.00	Completion of two years in college	None	None	Career Service SubProfessional/First Level Eligibility	None	SLSU-Hinunangan Campus

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 July 24, 2023

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2018) 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 certificate of eligibility/rating/license; and
 4. Photocopy of Transcript of Records.
5. The officers encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of positions without discrimination.

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

CAROL ANN B. ORIAS

HRMO I

SLSU-Hinunangan Campus, Hinunangan, Southern Leyte