

Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
College of Business and Management

**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-CBM)** in the CSC website:

  
REYNALDO L. PALER  
HRMO

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	Admin. Aide IV (Clerk II)	SLSUB-ADA4-18-2011	4	12,674.00	completion of 2 years Coll.	none required	none required	Sub-Professional		San Juan, So. Leyte
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 January 22, 2019.

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 present position for one (1) year (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:

  
REYNALDO L. PALER

HRMO

San Juan, Southern Leyte

[reylap\\_odlanyer@yahoo.com](mailto:reylap_odlanyer@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**