


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:

  
**(SGD) CONSTANTINO G. MEDILO, JR., Ph.D**  
Campus Director

Date: 07-Sep-23

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	ACCOUNTANT II	SLSUB-A2-24-2023	16	39,672	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	SLSU - Tomas Oppus Campus
2	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	SLSUB-ADOF4-20-2023	15	36,619	Bachelor's Degree	4 hrs of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - Tomas Oppus Campus
3	ADMINISTRATIVE OFFICE IV (Budget Officer II)	SLSUB-ADOF4-16-2004	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	SLSU - Tomas Oppus Campus
4	ADMINISTRATIVE OFFICER III	SLSUB-ADOF3-18-2023	14	33,843	Bachelor's Degree related to the job	4 hrs of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - Tomas Oppus Campus
5	ADMINISTRATIVE OFFICER III (Cashier II)	SLSUB-ADOF3-24-2023	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	SLSU - Tomas Oppus Campus
6	SCHOOL LIBRARIAN III	SLSUB-SL3-23-2004	13	31,320	Bachelor's Degree in Library Science or Information Science or Bachelor's Degree in Education/ Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)	N/A	SLSU - Tomas Oppus Campus

7	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	SLSUB-ADAS3-13-2023	9	21,129	Completion of 2 years studies in college	4 hrs of Relevant Training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	SLSU - Tomas Oppus Campus
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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 September 18, 2023.

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.
5. EEOP Statement. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**CONSTANTINO G. MEDILO, JR.**  
CAMPUS DIRECTOR  
San Isidro, Tomas Oppus, Southern Leyte  
[tomas\\_oppus@southernleytestate.u.edu.ph](mailto:tomas_oppus@southernleytestate.u.edu.ph)

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