

Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must  
be in MS Excel format

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:

**MERCY F. JADRAGUE**  
HRMO  
Date: August 3, 2021

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 (Career Service (Professional))		Competency (if applicable)
1	Administrative Officer I (Supply Officer I)	SLSUB- ADOF1-30- 2004	10	21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)	None	SLSU-Bontoc Campus
2										
3										
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7										
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9										
10										

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 August 17, 2021.

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:

**MERCY F. JADRAQUE**

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Administrative Officer II / HRMO I

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San Ramon, Bontoc, Southern Leyte

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[sfsubc@yahoo.com](mailto:sfsubc@yahoo.com)

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