

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:


HAZELLE VILLA - ASALDO
HRMO

Date: August 20, 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		Competency (if applicable)
1	Registrar IV	SLSUB-R4-4-2004	22	68415	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (professional) Second Level Eligibility		SLSU-Sogod Campus
2	Planning Officer III	SLSUB-PL03-1-2005	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
3	Nurse II	SLSUB-NUR2-3-2010	17	39986	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		SLSU-Sogod Campus
4	Guidance Counselor II	SLSUB-GUIDC2-21-2004	12	26052	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SLSU-Sogod Campus
5	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-23-2004	10	21205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
6	Administrative Officer I (Cashier I)	SLSUB-ADOF1-24-2004	10	21205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
7	Watchman III	SLSUB-WCHM3-37-2004	7	17179	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat III)		SLSU-Sogod Campus
8	Administrative Aide VI (Clerk III)	SLSUB-ADA6-55-2004	6	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
9	Administrative Aide VI (Clerk III)	SLSUB-ADA6-48-2004	6	16200	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
10	Administrative Aide VI (Clerk III)	SLSUB-ADA6-44-2004	6	16200	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
11	Administrative Aide V (Carpenter II)	SLSUB-ADA5-58-2004	5	15275	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013-Cat II)		SLSU-Sogod Campus
12	Laboratory Aide II	SLSUB-LABA2-11-2004	4	14400	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)		SLSU-Sogod Campus
13	Administrative Aide III (Clerk I)	SLSUB-ADA3-73-2004	3	13572	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod 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 **August 31, 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;
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:

MS. HAZELLE VILLA-ASALDO
Administrative Officer V / HRMO - Designate
SLSU, Sogod Campus, Sogod, Southern Leyte
primercrtmnt@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.