

Revised 2018

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

Republic of the Philippines  
Southern Leyte State University  
Hinunangan Campus  
Hinunangan, Southern Leyte

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: January 11, 2023

| No. | Position Title                                  | Plantilla Item No.  | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards               |                              |                               |  |  | Place of Assignment    |
|-----|---|---------------------|------------------------|----------------|---------------------------------------|------------------------------|-------------------------------|--|--|------------------------|
|     |   |                     |                        |                | Education                             | Training                     | Experience                    | Eligibility  | Competency applicable) (if applicable) |                        |
| 1   | Administrative Officer IV (Planning Officer II) | SLSUB-ADOF4-16-2004 | 15                     | 3,5097.00      | 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 |

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 23, 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](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.

This Office encourages all interested and qualified applicants and promotes equal employment 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

[slsu\\_caes@slsuonline.edu.ph](mailto:slsu_caes@slsuonline.edu.ph)

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