

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:


CAROL ANN B. ORIAS
HRMO


Date: July 23, 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	Administrative Aide 4 (Accounting Clerk I)	SLSUB- ADA4-9- 2008	4	14400	Completion of of 2 years college or HS grad with elevant vocational trade course	None Required	None Required	Career Service (Sub- Professional)/F irst Level Eligibility	N/A	Hinunangan Campus
2	Security Guard 2	SLSUB- SECG2-8- 2008	5	15275	High School graduate	None Required	None Required	Security Guard License	N/A	Hinunangan Campus
3										
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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 August 9, 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:


CAROL ANN B. ORIAS
HRMO I
Hinunangan, Southern Leyte
slsu_caes@slsuonline.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.