

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:

GORDON B. OPINA  
HRMO III

Date: April 3, 2024

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 OFFICER III (Records Officer II)	SLSUB-ADOF3-25-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
2	ADMINISTRATIVE OFFICER III (Supply Officer II)	SLSUB-ADOF3-29-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
3	ADMINISTRATIVE OFFICER I (Supply Officer I)	SLSUB-ADOF1-15-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
4	ADMINISTRATIVE OFFICER I (Cashier I)	SLSUB-ADOF1-16-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
5	ADMINISTRATIVE ASSISTANT II (Air-Conditioning Technician II)	SLSUB-ADAS2-22-2023	8	19,744.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Air-Conditioning/Refrigeration Technician (MC 11,s. 96-Cat. I)	N/A	SLSU-Main Campus
6	ADMINISTRATIVE AIDE VI (Electrician II)	SLSUB-ADA6-35-2023	6	17,553.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96-Cat. I)	N/A	SLSU-Main Campus
7	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-56-2004	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)First Level Eligibility	N/A	SLSU-Main 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 April 15, 2024.

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. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous 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:

DR. JUDE A. DUARTE  
University President  
SLSU, Sogod Campus, Sogod, So. Leyte  
[recruitment\\_sg@southernleytestateu.edu.ph](mailto:recruitment_sg@southernleytestateu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.