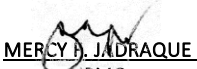


Republic of the Philippines
Southern Leyte State University-Bontoc Campus
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are uthorized to be filled, at the Southern Leyte State University-Bontoc Campus in the CSC website:


MERCY F. JADRAQUE
HRMO

Date: **May 4, 2020**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicablae)	Place of Assignment
1	Administrative Aide VI (Clerk III)	SLSUB-ADA6-60-2004	6	15,524.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		SLSU-Bontoc Campus
2	Farm Worker II	SLSUB-FAWK2-12-2006	4	13,807.00	Elementary School Graduate	None Required	None Required	None Rquired (MC 11, s. 96-Cat. III)		SLSU-Bontoc Campus
3	Administrative Aide III (Utility Worker II)	SLSUB-ADA3-1-2020	3	13,019.00	Must be able to read and write	None Required	None Required	None Rquired (MC 11, s. 96-Cat. III)		SLSU-Bontoc 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 May 20, 2020.

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. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MERCY F. JADRAQUE
Administratove Officer/HRMO I
SLSU-Bontoc Campus, San Ramon, Bontoc, Southern Leyte
sbsubc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.