

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 authorized to be filled, at the Southern Leyte State University-Bontoc Campus in the CSC website:


MERCY F. JADRAQUE

HRMO

Date: November 7, 2019

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	Accountant I	SLSUB-A1-1-2012	12	22,938.00	Bachelors degree in Commerce/ Business Administration major in Accounting	None required	None Required	RA 1080 (Certified Public Accountant)		SLSU-Bontoc Campus
2	Administrative Assistant II (Accounting Clerk III)	SLSUB-ADAS2-4-2008	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		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 November 18, 2019.

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:

MERCY F. JADRAQUE

Administrative Officer II/HRMO I

SLSU-Bontoc Campus, San Ramon, Bontoc, So. Leyte

sbsubc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.