

Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
College of Business and Management

Request for Publication of Vacant Positions

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

This is to request the publication of the following vacant positions of **(SOUTHERN LEYTE STATE UNIVERSITY-CBM)** in the CSC


REYNALDO L. PALER
HRMO

website: _____ Date: _____

No.	Position Title	Plantilla No.	Item	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	SLSUB-INST1-3-2015		12	22,938.00	Master's Degree in Business Administration or its allied	none required	none required	CPA [RA 1080]		San Juan, So. Leyte
2	Instructor I	SLSUB-INST1-7-2007		12	22,938.00	Master's Degree in Information Technology or its allied	none required	none required	none required		San Juan, So. Leyte
3	Administrative Officer IV	SLSUB-ADOF4-15-2004		15	30,531.00	Bachelor Degree	Sixteen [16] hours of relevant training	Three [3] years of relevant experience	CS- Professional, Second Level Eligibility		San Juan, So. Leyte
4	Guidance	SLSUB-GUIDC3-20-		13	25,232.00	Master's Degree in	None required	None required	RA 1080		San Juan, So. Leyte

	Counselor III	2004			Guidance and Counseling			[Guidance Counselor]		
5	Administrative Assistant III [Senior Bookkeeper]	SLSU-ADAS3-27-2004	9	17,975.00	Completion of Two [2]years studies in college	Four [4] hours of relevant training	One [1] year of relevant experience	CS-Sub-Professional, First Level Eligibility		San Juan, So. Leyte
6	Administrative Aide IV [Clerk III]	SLSUB-ADA6-58-2004	6	14,847.00	Completion of Two [2]years studies in college	None required	None required	CS-Sub-Professional, First Level Eligibility		San Juan, So. Leyte
7	Administrative Aide III [Clerk I]	SLSUB-ADA3-80-2004	3	12,466.00	Completion of Two [2]years studies in college	None required	None required	CS-Sub-Professional, First Level Eligibility		San Juan, So. Leyte

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 July 26, 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 present position for one (1) year (if applicable);
- 3.3 . 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:

REYNALDO L. PALER
HRMO
San Juan, Southern Leyte
revlap_odlanver@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.