

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 Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard s					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV [Administrative Officer II]	SLSUB-ADOF4-15-2004	15	30,531.00	Bachelor's Degree relevant to the job	Four [4] hours of relevant training	One [1] year of relevant experience	Career Service-[Professional]/ Second Level Eligibility		San Juan, So. Leyte
2	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	Relevant MC 11 s. 1996 Career Service-[Sub-Professional]/First Level Eligibility		San Juan, So. Leyte
3	Administrative Aide VI [Clerk III]	SLSUB-ADA6-58-2004	6	14,847.00	Completion of Two [2]years studies in college	Four [4] hours of relevant training	One [1] year of relevant experience	Relevant MC 11 s. 1996 Career Service-[Sub-Professional]/First Level Eligibility		San Juan, So. Leyte

4	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	Relevant MC 11 s. 1996 Career Service-[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 September 8, 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

reylap_odlaner@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.