

**Republic of the Philippines
Southern Leyte State University
Hinunangan Campus
Hinunangan, Southern Leyte**

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 **SLSU-Hinunangan Campus**


CAROL ANN B. ORIAS

HRMO I

Date: September 04, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant II	SLSUB-A2-23-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	None	SLSU-Hinunangan Campus
2.	Administrative Officer IV (HRMO II)	SLSUB-ADOF4 -22-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional /Second Level Eligibility	None	SLSU-Hinunangan Campus
3.	Administrative Officer III	SLSUB-ADOF3 -23-2023	14	33, 843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional /Second Level Eligibility	None	SLSU-Hinunangan 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 **September 14, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2018) which can be downloaded at www.csc.gov.ph;

2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination.

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

WADE C. LIM, MPM-LGD

Campus Director

SLSU-Hinunangan Campus, Hinunangan, Southern Leyte

cd_hn@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.