

Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
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 in the CSC website:

Maria Risa Jean C. Pascualado, MPA
HRMO Designate

Date: August 4, 2023

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	Administrative Officer V	SLSUB-ADOF5-21-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
2	Accountant II	SLSUB-A2-20-2023	16	39,672.00	BS Accountancy/ BSC-Accounting/ BSBA Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Southern Leyte State University- Maasin City Campus
3	Administrative Officer IV (Human Resource Management Officer II)	SLSUB-ADOF4-18-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
4	Administrative Officer IV (Budget Officer II)	SLSUB-ADOF4-19-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
5	Administrative Officer III (Cashier II)	SLSUB-ADOF3-16-2023	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	N/A	Southern Leyte State University- Maasin City Campus
6	Administrative Officer III (Procurement Officer II)	SLSUB-ADOF3-17-2023	14	33,843.00	Bachelor's degree relevant to the job	8 hours of relevant training on Republic Act No. 9184 (RA 9184)	2 years of relevant experience as BAC secretariat staff	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
7	Administrative Officer II (Human Resource Management Officer I)	SLSUB-ADOF2-15-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
8	Administrative Officer I (Records Officer I)	SLSUB-ADOF1-13-2023	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus

9	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-14-2023	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
10	Administrative Assistant III (Senior Bookkeeper)	SLSUB-ADAS3-12-2023	9	21,211.00	Completion of two (2) years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
11	Administrative Assistant II (Disbursing Officer II)	SLSUB-ADAS2-9-2023	8	19,744.00	Completion of two (2) years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
12	Administrative Assistant II (Property Custodian)	SLSUB-ADAS2-10-2023	8	19,744.00	Completion of two (2) years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
13	Administrative Assistant II (Budgeting Assistant)	SLSUB-ADAS2-11-2023	8	19,744.00	Completion of two (2) years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
14	Administrative Assistant I (Buyer I)	SLSUB-ADAS1-8-2023	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
15	Administrative Aide VI (Clerk III)	SLSUB-ADA6-2-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
16	Administrative Aide VI (Clerk III)	SLSUB-ADA6-3-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
17	Administrative Aide VI (Clerk III)	SLSUB-ADA6-4-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
18	Administrative Aide VI (Clerk III)	SLSUB-ADA6-5-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
19	Administrative Aide VI (Clerk III)	SLSUB-ADA6-6-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus

20	Administrative Aide VI (Clerk III)	SLSUB-ADA6-7-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
21	Administrative Aide IV (Clerk II)	SLSUB-ADA4-1-2023	4	15,586.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility	N/A	Southern Leyte State University- Maasin City 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 August 14, 2023.

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.
5. EEOP Statement. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

Frederick C. Aniga, Ph.D.
Campus Director
Southern Leyte State University- Maasin City Campus
recruitment_maasin@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.