

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 7, 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 (Administrative Officer III)	SLSUB-ADOF5-21-2023	18	46,725.00	Bachelor's degree	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	Bachelor's degree in Commerce/Business Administration Major in 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	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 III (Cashier II)	SLSUB-ADOF3-16-2023	14	33,843.00	Bachelor's degree	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 II (Human Resource Management Officer I)	SLSUB-ADOF2-15-2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
6	Administrative Officer I (Records Officer I)	SLSUB-ADOF1-13-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus

7	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-14 2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Southern Leyte State University- Maasin City Campus
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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 17, 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.