Electronic copy to be submitted to the CSC FO must be in MS Excel format

## **Republic of the Philippines SOUTHERN LEYTE STATE UNIVERSITY 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-SAN JUAN) in the CSC website:	
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(Head of Agency) Date:

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No.	. Position Title	Plantilla Item No.		Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
1	Nurse II	SLSUB-NURS2-1-2010	15	30,531.00	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experince	RA 1080		San Juan, Southern Leyte		
2	Guidance Counselor	SLSUB-GUIDC3-20- 2004	13		Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080		San Juan, Southern Leyte		
3	Accountant I	SLSUB-A1-1-2010	12		Bachelor's Degree in Commerce / Business Administration Major in Accounting	None Required	None Required	RA 1080		San Juan, Southern Leyte		
4	Administrative Officer II (HRMO I)	SLSUB-ADOF2-17-2011	11	20,754.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		San Juan, Southern Leyte		
5	Administrative Aide III (Clerk I)	SLSUB-ADA3-81-2004	3	12,466.00	Completion of Two (2) Years Studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		San Juan, Southern Leyte		
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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 <u>January 20, 2020</u>.

- 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. 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 A PALER
AO IV - (HRMO I) Designate
San Juan, Southern Leyte
relap odlanyer@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.