

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:

**GARY D. GARCIA, Ed.D.**  
Campus Director

Date: 3-Jul-23

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.    | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |               |               |   |  | Place of<br>Assignment  |
|-----|--|--------------------------|---------------------------------|-------------------|---|---------------|---------------|---|--|---|
|     |  |                          |                                 |                   | Education   | Training      | Experience    | Eligibility   | Competency<br>(if applicable)  |   |
| 1   | Administrative Aide IV<br>(Electrician I)                    | SLSUB-ADA4-88-<br>2004   | 4                               | 15,586            | High School<br>Graduate or<br>Completion of<br>relevant<br>vocational/trade<br>course | None Required | None Required | Electrician (less<br>than 250 volts)<br>(CSC MC 10, S.<br>2013) | <b>Core:</b><br>Service Excellence, Integrity, Accountability<br><b>Organizational:</b><br>Interpersonal Relationship, Initiatives<br><b>Technical:</b><br>Stewardship of Resources, Attention to details  | SLSU - San Juan<br>Campus, San<br>Jose, San Juan,<br>Southern Leyte |
| 2   | Guidance Counselor III                                       | SLSUB-GUIDC3-<br>20-2004 | 13                              | 31,320            | Master's Degree in<br>Guidance and<br>Counseling                                      | None Required | None Required | RA 1080 (Guidance<br>Counselor)                                 | <b>Core:</b><br>Accountability, Environmental Awareness,<br>Integrity, Service Excellence<br><b>Leadership:</b><br>Developing People, Managing Conflict<br><b>Organizational:</b><br>Communication Skills, Interpersonal<br>Relationship, Stress Tolerance, Emotional<br>Maturity<br><b>Technical:</b><br>Computer Literacy, Conceptual & Analytical<br>Thinking | SLSU - San Juan<br>Campus, San<br>Jose, San Juan,<br>Southern 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 July 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](http://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:

**JESYL G. UNABIA**

**AO II (HRMO I)**

San Jose, San Juan, Southern Leyte

[hrmo\\_sj@southernleytestateu.edu.ph](mailto:hrmo_sj@southernleytestateu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**