

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:

  
HAZELLE VILLA - ASALDO  
Director, UHRMD

Date:

3/9/2022

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	Registrar IV	SLSUB-R4-4-2004	22	69,963.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
2	Planning Officer III	SLSUB-PL03-1-2005	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
3	Guidance Counselor II	SLSUB-GUIDC2-21-2004	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SLSU-Sogod Campus
4	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-23-2004	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
5	Administrative Officer I (Cashier I)	SLSUB-ADOF1-24-2004	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		SLSU-Sogod Campus
6	Watchman III	SLSUB-WCHM3-37-2004	7	17,899.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat III)		SLSU-Sogod Campus
7	Administrative Aide VI (Clerk III)	SLSUB-ADA6-55-2004	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
8	Administrative Aide VI (Clerk III)	SLSUB-ADA6-48-2004	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
9	Administrative Aide VI (Clerk III)	SLSUB-ADA6-44-2004	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod Campus
10	Administrative Aide V (Carpenter II)	SLSUB-ADA5-58-2004	5	15,909.00	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013-Cat II)		SLSU-Sogod Campus
11	Laboratory Aide II	SLSUB-LABA2-11-2004	4	14,993.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)		SLSU-Sogod Campus
12	Administrative Aide III (Clerk I)	SLSUB-ADA3-73-2004	3	14,125.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		SLSU-Sogod 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 March 19, 2022.

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.

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

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MS. HAZELLE VILLA - ASALDO  
\_\_\_\_\_  
Director, UHRMD  
\_\_\_\_\_  
Southern Leyte State University, Sogod Campus  
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[recruitment\\_sg@southernleytestateu.edu.ph](mailto:recruitment_sg@southernleytestateu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.