

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:

  
VERONICA L. REOMA

Date: April 16, 2021

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 Aide VI (Clerk III)	SLSUB-ADA6-44-2004	6	16200	Completion of two-year 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 April 27, 2021.

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:

  
VERONICA L. REOMA  
Administrative Officer V (HRMO III)  
Southern Leyte State University, Sogod Campus  
[slsusogod.hrmo@gmail.com](mailto:slsusogod.hrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.