

Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication/republication of the following vacant positions, which are authorized to be filled, at the Southern Leyte State University, Sogod Campus in the CSC website:

VERONICA L. REOMA
Administrative Officer V (HRMO III)

Date: 5-Nov-20

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	66,867.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (professional) Second Level Eligibility		
2	Planning Officer III	SLSUB-PLO3-1-2005	18	42,159.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		
3	Administrative Officer I (Supply Officer I)	SLSUB-ADOF1-23-2004	10	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		
4	Watchman III	SLSUB-WCHM3-37-2004	7	16,458.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat III)		
5	Administrative Aide VI (Clerk III)	SLSUB-ADA6-55-2004	6	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		
6	Administrative Aide V (Carpenter II)	SLSUB-ADA5-58-2004	5	14,641.00	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013-Cat II)		
7	Administrative Aide IV (Driver II)	SLSUB-ADA4-65-2004	4	13,807.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat II)		
8	Laboratory Aide II	SLSUB-LABA2-11-2004	4	13,807.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)		
9	Administrative Aide III (Clerk I)	SLSUB-ADA3-73-2004	3	13,019.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities. Please feel free to inform the HRM Office in advance for the needed assistance.

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 November 16, 2020.

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;
4. Photocopy of Transcript of Records;
5. Photocopy of Service Record or Certificate of employment (if applicable); and
6. Photocopy of Certificates of trainings/seminars attended

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

DR. PROSE IVY G. YEPES, Ed.D.
University President
Brgy. San Roque, Sogod, Southern Leyte
pp@slsuonline.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.