


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. HEOMA**  
Administrative Officer V (HRMO III)

Date: 28-Mar-19

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	
1	CONSTRUCTION AND MAINTENANCE FOREMAN	SLSUB-CMF-35-2004	08	16,758.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s.96 - Cat III)	
2	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB- ADA6-44-2004	06	14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	
3	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB- ADA6-48-2004	06	14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	
4	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB- ADA6-56-2004	06	14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	
5	ADMINISTRATIVE AIDE III (Clerk I)	SLSUB- ADA3-68-2004	03	12,466.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	
6	ADMINISTRATIVE AIDE III (Clerk I)	SLSUB-ADA3-72-2004	03	12,466.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ 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 April 12, 2019.

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;
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

[op@slsuonline.edu.ph](mailto:op@slsuonline.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.