

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:

  
**(SGD) CONSTANTINO G. MEDILO, JR., Ph.D**

Campus Director

Date: 01/29/2024

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 ASSISTANT I (Computer Operator I)	SLSUB-ADAS1-39-2004	7	18,620	Completion of two years in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 – Cat. I) <input type="checkbox"/> First Level Eligibility	N/A	SLSU - Tomas Oppus Campus
2	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-68-2004	6	17,553	Completion of two years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU - Tomas Oppus 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 February 12, 2024.

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:

**CONSTANTINO G. MEDILO, JR.**

CAMPUS DIRECTOR

San Isidro, Tomas Oppus, Southern Leyte

[tomas\\_oppus@southernleytestate.u.edu.ph](mailto:tomas_oppus@southernleytestate.u.edu.ph)

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

