

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
Tomas Oppus Campus in the CSC website:


MONNA LIZA M. BOSQUE, DBA, CPA

HRMO

Date: November 25, 2020

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	Security Guard II	SLSUB-SECG2-64-2004	SG5	14, 641.00	High School Graduate	None required	None required	Security Guard License	none	SLSU Tomas Oppus
2	ADMINISTRATIVE ASSISTANT II	SLSUB-ADAS2-36-2004	SG-8	17, 505.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/First Level Eligibility	none	SLSU Tomas Oppus

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 December 7, 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; and
4. Photocopy of Transcript of Records.

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

MONNA LIZA M. BOSQUE
HRMO-DESIGNATE
AN ISIDRO, TOMAS OPPUS, SOUTHERN LEYT
monnalizagm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.