

**Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Southern Leyte State University, Sogod Campus in the CSC website:


VALERIO B. CABALO, Ph.D.

Vice President for Admin. & Finance / OIC, SLSU

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI	SLSUB-ADA6-56-2004	6	14,340.00	Bachelor's Degree	4 hours	1 month	Career Service Sub-Professional	Computer Skills Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems.
		Communication Skills Ability to prepare minutes of meeting, respond to queries and clearly transmit information to students, clients, co-workers and superiors.							
		Behavioral Competence Adhere to ethical, moral and legal conduct in the performance of job.							
		SLSUB-ADA6-48-2004						Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.	
		SLSUB-ADA6-44-2004						Customer Service Understands the customer's perspective and committed to satisfy clients' needs.	
								Record Management Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, and ability to arrange & organized files / documents for easy retrieval.	

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Administrative Aide III (Clerk I)	Casual	3	P 541.55/ day	Bachelor's Degree	4 hours	1 month	Career Service Sub-Professional	Computer Skills Ability to operate standard personal computer and use computer applications especially Word, Excel and Powerpoint.	
								Behavioral Competence Honest, ethical, and legal conduct in the performance of job.		
								Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships.		
								Customer Service Understands the customer's perspective and committed to satisfy clients' needs.		
								Record Management Ability to arrange and organize files/documents for easy retrieval.		

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 **June 25, 2018**

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 present position for one (1) year (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:

DR. PROSE IVY G. YEPES

University President
 Southern Leyte State University, Sogod, Campus, Sogod,
 Southern Leyte
ssumaincampus@gmail.com/ vlreoma@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.