

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the SOUTHERN LEYTE STATE UNIVERSITY:

(SGD) GORDON B. OPINA, MPA  
HRMO

Date: June 8, 2026

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	UNIVERSITY RESEARCHER V	SLSUB-UNIR5-9-2026	24	102,603.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level eligibility	Builds partnerships and networks to deliver or enhance work outcomes. Creates tools and/or applies new methods in correcting and improving below standard or noncompliant performance of individuals or groups, using knowledge and skills in coaching to enable them to selfinitiate solutions for their growth and development. Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members commitment to accept the change. Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. Builds a shared sense of destiny among individual and team performance.	SLSU-Main Campus (Research Services)
2	UNIVERSITY RESEARCH ASSOCIATE II	SLSUB-UNIRA2-14-2026	14	38,764.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Research Services)
3	UNIVERSITY RESEARCH ASSOCIATE II	SLSUB-UNIRA2-16-2026	14	38,764.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Research Services)
4	UNIVERSITY RESEARCH ASSOCIATE I	SLSUB-UNIRA1-20-2026	12	33,947.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Research Services)
5	UNIVERSITY EXTENSION SPECIALIST IV	SLSUB-UEXSP4-11-2026	22	81,796.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
6	UNIVERSITY EXTENSION SPECIALIST II	SLSUB-UEXSP2-13-2026	18	53,818.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
7	UNIVERSITY EXTENSION SPECIALIST I	SLSUB-UEXSP1-15-2026	16	45,694.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)

8	UNIVERSITY EXTENSION SPECIALIST I	SLSUB-UEXSP1-16-2026	16	45,694.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
9	UNIVERSITY EXTENSION ASSOCIATE I	SLSUB-UEXA1-17-2026	12	33,947.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
10	UNIVERSITY EXTENSION ASSOCIATE I	SLSUB-UEXA1-18-2026	12	33,947.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
11	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-9-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU - MAIN CAMPUS (Extension Services)
12	ADMINISTRATIVE AIDE IV (Clerk II)	SLSUB-ADA4-8-2026	4	17,506.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Research Services)
13	ADMINISTRATIVE OFFICER II (Administrative Officer I)	SLSUB-ADOF2-20-2026	11	31,705.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Auxiliary Services)
14	ADMINISTRATIVE OFFICER I (Cashier I)	SLSUB-ADOF1-21-2026	10	26,917.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Auxiliary Services)

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

**June 18, 2026**

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;
3. Certified True Copy of Certificate of employment with actual duties & responsibilities (if applicable);
4. Certified True Copy Certificate of training/seminars attended (for the past five (5) years, if applicable);
5. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
6. Performance rating in the last rating period (if applicable);
7. Certified True Copy of certificate of eligibility/rating/license; and
8. Certified True Copy of Transcript of Records and Diploma.
9. NBI Clearance.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

DR. JUDE A. DUARTE

University President

SLSU, Sogod Campus, Sogod, Southern Leyte

<https://hrmis.southernleytestateu.edu.ph/job-vacancy>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.