



Publication of Vacant Position

Head of Agency	:	CONSTANTINO G. MEDILO, JR., Ph.D
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
Contact Person	:	ABEGAIL L. BANO
Position	:	HRMO-Designate
E-mail Address	:	abano@southernleytestateu.edu.ph
Contact Numbers	:	09204374641

POSITION TITLE : **ACCOUNTANT II**
 No. of Vacancy : 1
 Item No. : SLSUB-A2-21-2023
 Status : Permanent
 Salary Grade : 16
 Monthly Rate : Php 39,672.00
 Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree in Commerce/ Business Administration major in Accounting
 Experience : 1 year of relevant experience
 Training : 4 hrs of Relevant Training
 Eligibility : RA 1080 (Certified Public Accountant)

Competencies Required : **None**

POSITION TITLE : **ADMINISTRATIVE OFFICER IV (HRMO II)**
 No. of Vacancy : 1
 Item No. : SLSUB-ADOF4-20-2023
 Status : Permanent
 Salary Grade : 15
 Monthly Rate : Php 36,619.00
 Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree
 Experience : 1 year of relevant experience
 Training : 4 hrs of Relevant Training
 Eligibility : Career Service (Professional) Second Level Eligibility

Competencies Required : **None**





POSITION TITLE : **ADMINISTRATIVE OFFICER IV (Budget Officer II)**
 No. of Vacancy : 1
 Item No. : SLSUB-ADOF4-16-2004
 Status : Permanent
 Salary Grade : 15
 Monthly Rate : Php 36,619.00
 Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree relevant to the job
 Experience : 1 year of relevant experience
 Training : 4 hrs of Relevant Training
 Eligibility : Career Service (Professional) Second Level Eligibility

Competencies Required : **None**

POSITION TITLE : **ADMINISTRATIVE OFFICER III**
 No. of Vacancy : 1
 Item No. : SLSUB-ADOF3-18-2023
 Status : Permanent
 Salary Grade : 14
 Monthly Rate : Php 33,843.00
 Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree related to the job
 Experience : 1 year of relevant experience
 Training : 4 hrs of Relevant Training
 Eligibility : Career Service (Professional) Second Level Eligibility

Competencies Required : **None**

POSITION TITLE : **ADMINISTRATIVE OFFICER III (Cashier II)**
 No. of Vacancy : 1
 Item No. : SLSUB-ADOF3-19-2023
 Status : Permanent
 Salary Grade : 14
 Monthly Rate : Php 33,843.00
 Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree
 Experience : 1 year of relevant experience
 Training : 4 hrs of Relevant Training
 Eligibility : Career Service (Professional) Second Level Eligibility

Competencies Required : **None**



POSITION TITLE : SCHOOL LIBRARIAN III
No. of Vacancy : 1
Item No. : SLSUB-SL3-23-2004
Status : Permanent
Salary Grade : 13
Monthly Rate : Php 31,320.00
Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Bachelor's Degree in Library Science or Information Science or Bachelor's Degree in Education/ Arts major in Library Science
Experience : None required
Training : None required
Eligibility : RA 1080 (Librarian)

Competencies Required : None

POSITION TITLE : ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)
No. of Vacancy : 1
Item No. : SLSUB-ADAS3-13-2023
Status : Permanent
Salary Grade : 9
Monthly Rate : Php 21,129.00
Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Completion of 2 years studies in college
Experience : 1 year of relevant experience
Training : 4 hrs of Relevant Training
Eligibility : Career Service (Sub-Professional) First Level Eligibility

Competencies Required : None

Documents Required:

- 1. Application letter addressed to:
CONSTANTINO G. MEDILO, JR., Ph.D.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
2. Comprehensive Curriculum Vitae
3. Authenticated copy of Transcript of Records
4. Service Record (if employed in the gov't sector)
5. Certificate of Employment (if employed in the private sector)
6. Certificates of trainings/seminars attended during the last five (5) years
7. Authenticated copy of eligibility (if applicable)
8. Copy of Performance Rating during the last two years (if applicable)

Submit your application not later than September 18, 2023.

Prepared by:

Noted by:

(SGD)ABEGAIL L. BANO
HRMO, Designate

(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D.
Campus Director

