

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

**GORDON B. CPINA**  
Administrative Officer V (HRMO III)

Date: 08/30/2024

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	ACCOUNTANT I	SLSUB-A1-23-2023	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	N/A	SLSU-Sogod Campus
2	GUIDANCE COUNSELOR II	SLSUB-GUIDC2-21-200A	12	29,165.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	SLSU-Sogod Campus
3	INSTRUCTOR I	SLSUB-INST1-26-2016	12	29,165.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU-Sogod Campus (Faculty of Engineering- Department of Civil Engineering)
4	INSTRUCTOR I	SLSUB-INST1-32-2016	12	29,165.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU-Sogod Campus (Faculty of Engineering - Department of Computer Engineering)
5	INSTRUCTOR I	SLSUB-INST1-20-2016	12	29,165.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU-Sogod Campus (Faculty of Computer Studies and Information Technology)
6	INSTRUCTOR I	SLSUB-INST3-21-2024	14	33,843.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU-Sogod Campus (Faculty of Hotel and Tourism Management)
7	GUIDANCE COUNSELOR II	SLSUB-GUIDC2-22-2004	12	29,165.00	Master's degree in Guidance & Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	SLSU - Tomas Oppus Campus
8	INSTRUCTOR I	SLSUB-INST1-5-2023	12	29,165.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU - Tomas Oppus Campus (Elementary Education major in Special Education)
9	INSTRUCTOR I	SLSUB-INST1-6-2023	12	29,165.00	Master's degree in the area of specialization or its allied/ related fields	None required	None required	For SUC's None required RA 1080 (For courses requiring BAR or BOARD Eligibility) For NON-SUC's (PBET/Teacher/RA 1080)	N/A	SLSU - Tomas Oppus Campus (Department of Physical Education)
10	School Librarian III	SLSUB-SL3-21-2004	13	31,320.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)	N/A	SLSU-Hinunangan
11	Accountant II	SLSUB-A2-24-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	SLSU - San Juan Campus
12	Guidance Counselor III	SLSUB-GUIDC3-20-2004	13	31,320.00	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	SLSU - San Juan Campus

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than September 12, 2024.

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;
3. Certificate of employment with actual duties & responsibilities (if applicable);
4. Certificate of training/seminars attended (for the past five (5) years, if applicable);
5. 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);
6. Performance rating in the last rating period (if applicable);
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records.
9. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous 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:

**DR. JUDE A. DUARTE**  
University President  
SLSU, Sogod Campus, Sogod, So. Leyte  
[recruitment\\_sq@southernleytestateu.edu.ph](mailto:recruitment_sq@southernleytestateu.edu.ph)

Please send through email or address:

for Sogod Campus: [recruitment\\_sq@southernleytestateu.edu.ph](mailto:recruitment_sq@southernleytestateu.edu.ph)  
for Tomas Oppus Campus: [tomas\\_oppus@southernleytestateu.edu.ph](mailto:tomas_oppus@southernleytestateu.edu.ph)  
for Hinunangan Campus: [hrmo\\_hn@southernleytestateu.edu.ph](mailto:hrmo_hn@southernleytestateu.edu.ph)  
for San Juan Campus: [hrmo\\_sj@southernleytestateu.edu.ph](mailto:hrmo_sj@southernleytestateu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.