

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. OPINA

Administrative Officer V (HRMO III)

Date:

09/09/2024

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	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SLSUB-ADOF4-25-2023	15	38,413.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Sogod Campus
2	ADMINISTRATIVE OFFICER I (Records Officer I)	SLSUB-ADOF1-2-2024	10	24,381.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Sogod Campus
3	Administrative Assistant III (Secretary II (A))	SLSUB-ADAS3-1-2024	09	22,219.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	N/A	SLSU-Sogod Campus
4	Administrative Aide VI (Clerk III)	SLSUB-ADA6-1-2024	6	18,255.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level eligibility	N/A	SLSU-Sogod Campus

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than September 20, 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;
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_sl@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.