

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

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:

VENUS MAE RADORES
Administrative Officer II (HRMO I)

Date: 11/6/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ATTORNEY IV	SLSUB-ATY4-34-2023	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	SLSU-Main Campus (Legal Office)
2	INFORMATION TECHNOLOGY OFFICER I	SLSUB-ITO1-31-2023	19	51,357.00	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 (Information Systems and Analytics Office (UISA))
3	INFORMATION OFFICER III	SLSUB-INFO3-30-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Information Office (PASCOM))
4	PROJECT DEVELOPMENT OFFICER III	SLSUB-PDO3-28-2023	18	46,725.00	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 (Project Management Office)
5	INTERNAL AUDITOR III	SLSUB-IAUD3-29-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Internal Audit Office)
6	ADMINISTRATIVE OFFICER V (Administrative Officer III)	SLSUB-ADOF5-25-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Quality Assurance Office)
7	ADMINISTRATIVE OFFICER V (Administrative Officer III)	SLSUB-ADOF5-27-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (General Services Office)
8	ADMINISTRATIVE OFFICER V (Administrative Officer III)	SLSUB-ADOF5-26-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Procurement Office)
9	INFORMATION SYSTEMS ANALYST II	SLSUB-INFO5A2-26-2023	16	39,572.00	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 (Information Systems and Analytics Office (UISA))
10	ACCOUNTANT II	SLSUB-A2-25-2023	16	39,572.00	Bachelors degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	SLSU-Main Campus (Accounting Office)

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than November 17, 2023.

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_sg@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

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VENUS MAES RADOES
Administrative Officer II (HRMO I)

Date: 11/6/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
11	PLANNING OFFICER II	SLSUB-PL02-29-2023	15	36,619.00	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 (Planning Office)
12	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	SLSUB-ADOF4-27-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Human Resource Management Office)
13	INFORMATION OFFICER II	SLSUB-INFO2-31-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Information Office (PASCOM))
14	PROJECT DEVELOPMENT OFFICER II	SLSUB-PD02-28-2023	15	36,619.00	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 (Project Management Office)
15	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SLSUB-ADOF4-25-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (General Services Office)
16	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	SLSUB-ADOF4-24-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Quality Assurance Office)
17	INTERNAL AUDITOR II	SLSUB-IAUD2-30-2023	15	36,619.00	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 (Internal Audit Office)
18	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	SLSUB-ADOF4-26-2023	15	36,619.00	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 (Budget Office)
19	BOARD SECRETARY I	SLSUB-BS1-31-2023	14	33,343.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Board and University Secretary's Office)
20	LEGAL ASSISTANT III	SLSUB-LEA3-30-2023	14	33,343.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research.	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Legal Office)

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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:


VENUS MAE B. RADORES
Administrative Officer II (HRMO II)

Date: 11/6/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
21	ADMINISTRATIVE OFFICER III (Records Officer II)	SLSUB-ADOF3-27-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Records Office)
22	ADMINISTRATIVE OFFICER III (Supply Officer II)	SLSUB-ADOF3-28-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Supply Office)
23	ADMINISTRATIVE OFFICER III (Cashier II)	SLSUB-ADOF3-26-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Cashier's Office)
24	LEGAL ASSISTANT II	SLSUB-LEA2-24-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Legal Office)
25	INFORMATION SYSTEMS ANALYST I	SLSUB-INFOA1-25-2023	12	29,165.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Information Systems and Analytics Office (UISA))
26	ACCOUNTANT I	SLSUB-A1-23-2023	12	29,165.00	Bachelors degree in Commerce/ Business Administration major in Accounting	None required	None Required	RA 1080	N/A	SLSU-Main Campus (Accounting Office)
27	PLANNING OFFICER I	SLSUB-PLO1-20-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Planning Office)
28	INFORMATION OFFICER I	SLSUB-INFO1-22-2023	11	27,000.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Information Office (PASCOM))
29	PROJECT DEVELOPMENT OFFICER I	SLSUB-PD01-19-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Project Management Office)
30	INTERNAL AUDITOR I	SLSUB-IAUD1-21-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Internal Audit Office)

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31	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	SLSUB-ADOF2-16-2023	11	27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	SLSU- Main Campus (Budget Office)
32	ADMINISTRATIVE ASSISTANT III (Secretary II (A))	SLSUB-ADAS3-16-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	SLSU- Main Campus (VP Admin & Finance)
33	ADMINISTRATIVE ASSISTANT III (Secretary II (A))	SLSUB-ADAS3-17-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	SLSU- Main Campus (Office of the President)
34	ADMINISTRATIVE ASSISTANT III (Secretary II (A))	SLSUB-ADAS3-18-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	SLSU- Main Campus (VP Academic Affairs)
35	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	SLSUB-ADAS2-19-2023	8	19,744.00	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- Main Campus (Cashier's Office)
36	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	SLSUB-ADAS2-23-2023	8	19,744.00	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- Main Campus (Human Resource Management Office)
37	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	SLSUB-ADAS2-24-2023	8	19,744.00	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- Main Campus (Human Resource Management Office)
38	ADMINISTRATIVE ASSISTANT II (Property Custodian)	SLSUB-ADAS2-21-2023	8	19,744.00	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- Main Campus (Supply Office)
39	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	SLSUB-ADAS2-20-2023	8	19,744.00	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- Main Campus (Budget Office)

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