



Publication of Vacant Position

Head of Agency : **WADE C. LIM, MPM-LGD**
Position : Campus Director
Mailing Address : Southern Leyte State University – Hinunangan Campus
 Hinunangan, Southern Leyte

Contact Person : **CAROL ANN B. ORIAS**
Position : HRMO I
E-mail Address : corias@southernleytestateu.edu.ph
Contact Numbers : 09088105398
Date of Recruitment : January 10, 2023

POSITION TITLE : **Administrative Officer IV (Planning Officer II)**
Item No. : **SLSUB-ADOF4-16-2004**
No. of Vacancy : 1
Salary Grade : 15
Salary : P 35,097.00

Minimum Qualifications

Education : Bachelor’s degree relevant to the job
Experience : 1 years of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)
 Second Level Eligibility

Documents Required:

1. Application letter addressed to:

The Campus Director
 Southern Leyte State University-Hinunangan
 Hinunangan, Southern Leyte

2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Service Record/Certificate of Employment (if any)
5. Certificates of trainings/seminars attended during the last five (5) years
6. Authenticated copy of eligibility (if any)
- 7.

Submit your application not later than January 23, 2023.

“ SLSU, as an Equal Opportunity agency, encourages a more diverse and inclusive workforce. Hence, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation, provided, however that they meet the minimum requirements of the position to be filled”.

Prepared by:

Noted by:

(SGD)CAROL ANN B. ORIAS
 HRMO I

(SGD)WADE C. LIM, MPM-LGD
 HRMPSB Chair