

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

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Southern Leyte State University, Sogod Campus in the CSC website:


VALERIO B. CABALO, Ph.D.

Vice President for Admin. & Finance / OIC, SLSU

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Registrar IV	SLSUB-R4- 4-2004	22	58,717.00	Bachelor's Degree	16 hours	2 years	Career Service Professional	Professionalism Adhere to ethical, moral and legal conduct in the performance of job. Strong communication skills Use effective verbal and non-verbal communication techniques appropriate to people in different situations. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Interpersonal Effectiveness Builds and maintains good working relationship with students within the organization & other stakeholders. Technical Skills Displays skills and knowledge in the discharge of duties & responsibilities, and cuddles continued learning. Leadership Management Ability to identify the functions and processes necessary to operate an office, and build a professional staff to conduct the activities of the office.
2	Administrative Assistant II	SLSUB-ADAS2- 32-2004	8	16,282.00	Bachelor's Degree	4 hours	1 year	Career Service Sub-Professional	Computer Skills Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems. Communication Skills Ability to prepare minutes of meeting, respond to queries and clearly transmit information to students, clients, co-workers and superiors. Behavioral Competence Adhere to ethical, moral and legal conduct in the performance of job.

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Continuation.... Administrative Assistant II	SLSUB-ADAS2- 32-2004	8	16,282.00	Bachelor's Degree	4 hours	1 year	Career Service Sub-Professional	Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Record Management Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, and ability to arrange & organized files / documents for easy retrieval.	
3	Administrative Aide IV	SLSUB-ADA4-62-2004	4	12,674.00	Bachelor's Degree	4 hours	1-6 months	Career Service Sub-Professional	Computer Skills Ability to operate standard personal computer and use computer applications especially Word, Excel and other computer software. Behavioral Competence Honest, ethical, and legal conduct in the performance of job. Interpersonal Effectiveness/Teamwork Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships. Customer Service Understands the customer's perspective and committed to satisfy clients' needs. Record Management Ability to arrange and organize files/documents for easy retrieval.	

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **March 12, 2018**

1. 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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. PROSE IVY G. YEPES

University President

Southern Leyte State Univeristy, Sogod, Campus, Sogod,

Southern Leyte

slsumaincampus@gmail.com/ vlreoma@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.