

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 S. RADORES

Administrative Officer II (HRMO I)

Date:

11/17/2023

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	CHIEF ADMINISTRATIVE OFFICER (FINANCIAL AND MANAGEMENT OFFICER II)	SLSUB-CADOF-35-2023	24	90,078.00	Master's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Finance Division)
2	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)	SLSUB-SADOF-33-2023	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Administrative Division)
3	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	SLSUB-ADOF2-17-2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Accounting Office)
4	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	SLSUB-ADOF2-18-2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Quality Assurance Office)

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than November 28, 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.