

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

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

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: 07/10/2025

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 V (RECORDS OFFICER III)	SLSUB-ADOF5-8-2004	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
2	INFORMATION OFFICER III	SLSUB-INFO3-30-2023	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus
3	GUIDANCE COUNSELOR II	SLSUB-GUIDC2-21-2004	12	32,245.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	SLSU-Main Campus
4	ACCOUNTANT I	SLSUB-A1-23-2023	12	32,245.00	Bachelors Degree in Commerce/ Business Administration Major in Accounting	None required	None required	RA 1080 (CPA)	N/A	SLSU-Main Campus
5	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	SLSUB-ADAS3-26-2004	9	23,226.00	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
6	ADMINISTRATIVE AIDE VI (CLERK III)	SLSUB-ADA6-24-2023	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus
7	ADMINISTRATIVE AIDE VI (CLERK III)	SLSUB-ADA6-28-2023	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than July 22, 2025.

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
<https://hrmis.southernleytestateu.edu.ph/job-vacancy>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.