CS Form No. 9
Revised 2025

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

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the SOUTHERN LEYTE STATE UNIVERSITY:

(SGD) GORDON B. OPINA, MPA
HRMO

Date: **MARCH 30, 2026**

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	UNIVERSITY RESEARCHER II	SLSUB-UNIR2-12-2026	18	53,818.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Main Campus (Tech Transfer & Patent Unit
2	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-7-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Tech Transfer & Patent Unit
3	ADMINISTRATIVE ASSISTANT V (Data Controller III)	SLSUB-ADAS5-1-2026	11	31,705.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/ trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s.96 -Cat. I) First Level Eligibility	N/A	SLSU-Main Campus (Publication & Printing)
4	ADMINISTRATIVE ASSISTANT III (Secretary II (A))	SLSUB-ADAS3-3-2026	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant trainings	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SLSU-Main Campus (Publication & Printing)

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **APRIL 10, 2026**

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;

3. Certified True Copy of Certificate of employment with actual duties & responsibilities (if applicable);
4. Certified True Copy Certificate of training/seminars attended (for the past five (5) years, if applicable);
5. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
6. Performance rating in the last rating period (if applicable);
7. Certified True Copy of certificate of eligibility/rating/license; and
8. Certified True Copy of Transcript of Records and Diploma.
9. NBI Clearance.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

DR. JUDE A. DUARTE
University President
SLSU, Sogod Campus, Sogod, Southern Leyte
https://hrmis.southernleytestateu.edu.ph/job-vacancy

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.