

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:

GORDON B. OPINA  
Administrative Officer V (HRMO III)

Date: May 6, 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	ADMINISTRATIVE AIDE VI (Clerk III)	SLSUB-ADA6-32-2023	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

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

May 17, 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.
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.