



Southern Leyte State University-San Juan Campus announces its search of Two (2) Instructor I Positions

POSITION TITLE : INSTRUCTOR I (ACCOUNTANCY)

Item No. (Station) : SLSUB-INST1-13-2024
SLSUB-INST1-16-2024

Position Status : PERMANENT

Salary Grade : 12

Monthly Salary : Php 32,245.00

Monthly Allowance : Php 2,000.00

Minimum Qualifications

Education : Master's Degree in the area of specialization or its allied or related fields

Experience : None Required

Training : None Required

Eligibility : RA 1080 (Certified Public Accountant)

Documents Required:

1. Application letter addressed to:

Danilo S. Escobido

Campus Director

Southern Leyte State University – San Juan Campus

San Juan, Southern Leyte

2. Authenticated copy of Transcript of Records and Diploma;
3. Comprehensive Curriculum Vitae
4. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized pictures (CS Form No.212, Revised 2025) which can be downloaded at www.csc.gov.ph
5. Service Record (if employed in the gov't sector) or Certificate of Employment (if employed in the private institution) (if applicable) *as reflected in PDS*
6. Performance rating in the last rating period (if applicable)
7. Authenticated copy of eligibility/ license and ratings;
8. Authenticated copy of certificates of trainings/seminars and other related certificates (if applicable) *as reflected in PDS*
9. NBI Clearance

SLSU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to send their application to SLSU-San Juan Campus, San Juan, Southern Leyte through this link <https://hrmis.southernleytestateu.edu.ph/job-vacancy> in PDF File not later than **January 26, 2026**.

Note: All applicants must access to the online job portal to start their application process.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:

Noted by:

(SGD) MARY ANNCHYR B. JUMARITO
HRMO Designate

(SGD) DANILO S. ESCOBIDO, CPA, MM
Campus Director

