

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) NISSI PRAISE S. ESPEJO**

HRMO II

Date: 14-May-26

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 Assistant III (Computer Operator II)	SLSUB-ADAS3-8-2007	9	24,329.00	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)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 6, s. 2010) First Level Eligibility	N/A	SLSU-San Juan 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 25, 2026

1. Application letter (indicating the position for, item number and name of office where the vacancy is);
2. 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;
3. Certified true copy of Transcript of Records and Diploma;
4. Certified true copy of Certificate of Units Earned for Master's Degree *(if reflected in PDS)*;
5. Certified true copy of Certificate of Employment with actual duties & responsibilities *(if applicable)* ;
6. Certified true copy of Certificate of Eligibility/Rating/License;
7. Certified true copy of Certificate of Training/Seminars Attended *(for the past five (5) years, if applicable)* ;
8. Certified true copy of Performance Rating in the Last Rating Period *(if applicable)* ; and
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:

DANILO S. ESCOBIDO, CPA, MM

Campus Director

SLSU-San Juan Campus, San Juan, Southern Leyte

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**