



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

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SLSU-Hinunangan Campus

(SGD) CAROL ANN B. ORIAS

HRMO II

Date: October 2, 2024

No.	Position Title	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 (Administrative Officer III)	SLSUB-ADOF5-23-2023	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SLSU-Hinunangan
2	School Librarian III	SLSUB-SL3-21-2004	13	32,870.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	N/A	SLSU-Hinunangan

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 14, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2018) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. EEOP Statement: The officers encourages all interested and qualified applicants and promotes equal 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 affiliations to include members of the indigenous communities and these with diverse sexual orientation, gender identity and expression. (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

WADE C. LIM, MPM-LGD

Campus Director

SLSU-Hinunangan Campus, Hinunangan, Southern Leyte

hrmo_hn@southernleytestateu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.