TO ALL CONCERNED:

The HR Merit Selection and Promotion Board (HRMSPB) hereby announces the List of Applicants and List of Qualified Applicants for the following positions:

- One (1) Chief Administrative Officer
- One (1) Attorney IV
- Two (2) Supervising Administrative Officer
- One (1) Executive Assistant III
- One (1) Information Technology Officer I
- Five (5) Administrative Officer V
- One (1) Internal Auditor III
- One (1) Information Officer III
- One (1) Project Development Officer III
- One (1) Planning Officer III

Anyone who feels aggrieved or would like to be clarified regarding this matter, may forward their grievance or query in writing with the HRMSPB (thru the HRMO) within *fifteen (15) days* from date of posting of this Notice.

GINO A. CABRERA, RPm Assistant Head, HRMO

Attested:

Chairperson, HRMSPB

(for Non-Teaching Personnel)

Vice President, Administrative and Financial Affairs



ALL APPLICANTS

Chief Administrative Officer ITEM POSITION: SLPCB-CADOF-27-2022

SALARY GRADE: 24

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus - Administrative Division
ducation:	Master's degree or Certificate in Leadership and Management from the CSC
Eligibility:	Career Service (Professional) Second Level Eligibility
Fraining:	24 hours of supervisory/management learning and development intervention
Experience:	4 years of supervisory and management
Experience.	4 years of supervisory and management
Competency	Advanced knowledge and skills in strategic planning and project management,
	delivering effective reports and presentations, legal compliance, written and verba
	communication, management and supervisory practices, interpersonal and
	organizational decision making, and organizational development.
APPLICANT	PRESENT POSITION/OFFICE
	Planning Officer V
Aldovino, Rolan B.	National Commission on Indigenous People
Barte, Reymark	Administrative Officer V
	DOST-TAPI, FAD Property
e K eskin e	Assistant Professor III
Cadao, Melanie S.	Southern Luzon State University
	Associate Professor IV
Daya, Helene D.	Southern Luzon State University
	Associate Professor I
Dimaranan, Gillian Portia P.	Southern Luzon State University
	Assistant Professor IV
Paroan, Edsel P.	Southern Luzon State University
	Administrative Officer III
Placino, Margarita L.	Assistant Head, Supply and Property Office
COURT OFFICE AND	Instructor III
Valle, Richard L.	Southern Luzon State University
	Assistant Professor I
Veluz, Richard M.	Southern Luzon State University
	Building Administration Manager
Villaverde, Ramona S.	Shopping Center Management Corporation
3 10 10 10 10 10	Administrative Officer IV
Zabella, Maridel C.	Southern Luzon State University

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Chief Administrative Officer

ITEM POSITION: SLPCB-CADOF-27-2022 SALARY GRADE: 24

MINIMUM QUALIFICATION:	
Office/Unit: Education: Eligibility: Training: Experience: Competency	SLSU Luchan Campus - Administrative Division Master's degree or Certificate in Leadership and Management from the CSC Career Service (Professional) Second Level Eligibility 24 hours of supervisory/management learning and development intervention 4 years of supervisory and management Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development.
APPLICANT	PRESENT POSITION/OFFICE
Aldovino, Rolan B.	Planning Officer V National Commission on Indigenous People
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Daya, Helene D.	Associate Professor IV Southern Luzon State University
Dimaranan, Gillian Portia P.	Associate Professor I Southern Luzon State University
Paroan, Edsel P.	Assistant Professor IV Southern Luzon State University
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office
Zabella, Maridel C.	Administrative Officer IV Southern Luzon State University
7 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Attorney IV ITEM POSITION: SLPCB-ATY4-36-2022

SALARY GRADE: 23

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus – Office of the President Legal Unit
Education:	Bachelor of Laws
Eligibility:	RA 1080 (BAR)
Training:	8 hours of relevant training
Experience:	2 years of relevant experience
Competency	Advanced knowledge and skills in analyzing legal matters concerning university operations and integrity in the
	practice of profession.
APPLICANT	PRESENT POSITION/OFFICE
Arellano, Gear G.	Labor and Employment Officer II- Department of Labor and
	Employment ROIVA-QPO
1 Applicant	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Attorney IV ITEM POSITION: SLPCB-ATY4-36-2022

SALARY GRADE: 23

MINIMUM QUALIFICATION:	
Office/Unit: Education: Eligibility: Training: Experience: Competency	SLSU Lucban Campus – Office of the President Legal Unit Bachelor of Laws RA 1080 (BAR) 8 hours of relevant training 2 years of relevant experience Advanced knowledge and skills in analyzing legal matters concerning university operations and integrity in the practice of profession.
APPLICANT	PRESENT POSITION/OFFICE
Arellano, Gear G.	Labor and Employment Officer II- Department of Labor and Employment ROIVA-QPO
1 Applicant	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Supervising Administrative Officer - Administrative Division

ITEM POSITION:

SALARY GRADE: 22

SLPCB-SADOF-25-2022

	MINIMUM QUALIFICATION:
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus - Administrative Division Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 16 hours of relevant training 3 years of relevant experience
Competency	Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial/ administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.
APPLICANT	PRESENT POSITION/OFFICE
Abad, Belma B.	Admin Officer V, Focal Person TAK/ Chairperson CENRO Tayabas
Avila, Maria Sylvia S.	Acting Technical Assistant to the President Manuel S. Enverga University Foundation
Barte, Reymark	Administrative Officer V DOST-TAPI, FAD Property
Bello, Tristan Jeremias A.	Peace Program Officer III Office of the Presidential Adviser on the Peace Process
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Caneo, Patrice Grace A.	Assistant Professor II Southern Luzon State University
Carreon, Paulo G.	Administrative Officer V Human Resource Mangement Office City Government of
Llegado, Fides Joyce D.	Assistant Professor II Southern Luzon State University

Makipagay, Melvin A.	Administrative Officer I	
	Southern Luzon State University	
Pangilinan, Millecent O.	Court Decongestion Officer	
	TC BR 60 Lucena City	
	Assistant Professor IV	
Paroan, Edsel P.	Southern Luzon State University	
Placina Margarita I	Administrative Officer III	
Placino, Margarita L.	Assistant Head, Supply and Property Office	
Divora Javaan A	Budget Officer II	
Rivera, Jayson A.	Municipality of Sariaya	
Same Manishath D	Assistant Profesor II	
Seño, Mariebeth P.	Southern Luzon State University	
Valla Bishard I	Instructor III	
Valle, Richard L.	Southern Luzon State University	
	Assistant Professor I	
Veluz, Richard M.	Southern Luzon State University	
Villania Namia C	Administrative Offcer II	
Villania, Norvic C.	DepEd Quezon Division	
Villamenta Barresa C	Building Administration Manager	
Villaverde, Ramona S.	Shopping Center Management Corporation	
V 1i C	Administrative Officer II	
Yao, Jezreel S.	Department of Foreign Affairs	
Zabella, Maridel C.	Administrative Officer IV	
	Southern Luzon State University	
21 Applicants		

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Supervising Administrative Officer - Administrative Division

ITEM POSITION:

SALARY GRADE: 22

SLPCB-SADOF-25-2022

SLSU Lucban Campus - Administrative Division Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 16 hours of relevant training 3 years of relevant experience
Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial/ administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.
PRESENT POSITION/OFFICE
Admin Officer V, Focal Person TAK/ Chairperson CENRO Tayabas
Acting Technical Assistant to the President Manuel S. Enverga University Foundation
Head Teacher I DepEd Quezon Science Highschool
Assistant Professor III Southern Luzon State University
Assistant Professor II Southern Luzon State University
Administrative Officer I Southern Luzon State University
Assistant Professor IV Southern Luzon State University
Administrative Officer III Assistant Head, Supply and Property Office
Assistant Profesor II Southern Luzon State University
Administrative Officer IV Southern Luzon State University

Prepared by

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Supervising Administrative Officer - Finance Division

ITEM POSITION:

SALARY GRADE: 22

SLPCB-SADOF-26-2022

MINIMUM QUALIFICATION:	
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus - Financial Division Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 16 hours of relevant training 3 years of relevant experience Advanced knowledge and skills on pertinent rules and
Competency	regulations pertaining to the financial/ administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational
APPLICANT	PRESENT POSITION/OFFICE
Absulio, Maria Cristine D.	Administrative Officer V Budget Office
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Caneo, Patrice Grace A.	Assistant Professor II Southern Luzon State University
Medina, Myla J.	Accountant III Food and Drug Administration
Paroan, Edsel	Assistant Professor IV Southern Luzon State University
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office
Veluz, Richard M.	Assistant Professor I Southern Luzon State University
7 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Supervising Administrative Officer - Finance Division

ITEM POSITION:

SALARY GRADE: 22

SLPCB-SADOF-26-2022

	MINIMUM QUALIFICATION:
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus - Financial Division Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 16 hours of relevant training 3 years of relevant experience
Competency	Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial/administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational
APPLICANT	PRESENT POSITION/OFFICE
Absulio, Maria Cristine D.	Administrative Officer V Budget Office
Cadao, Melanie S.	Assistant Professor III Southern Luzon State University
Caneo, Patrice Grace A.	Assistant Professor II Southern Luzon State University
Medina, Myla J.	Accountant III Food and Drug Administration
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office
5 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERICK VILLA, DT

Chairperson, MSPB Non-Teaching



ALL APPLICANTS

Executive Assistant III

ITEM POSITION:

SLPCB- SALARY GRADE: 20

EXA3-48-2022 (coterminous to the

incumbent)

	MINIMUM QUALIFICATION:
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus — Office of the President Bachelor's degree Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience
Competency	Excellent verbal, both written and oral communication skills and computer skills in MS office applications and use of internet and digital teleconferencing applications, ability to assist in executive functions.
APPLICANT	PRESENT POSITION/OFFICE
Andrade, Joyce S.	Executive Assistant for Admin Southern Luzon State University
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool
De Ocampo, Carla Dia R.	Teacher II DepEd Quezon Lutucan
Dedace, Vince Angelo L.	Administrative Offcer II DepEd Quezon Division
Nantes, Trixia S.	Network & Services Analytics Engineer Smart Communications Inc.
Prieto, Nicole Lorraine R.	Student Application Support Specialist Grantme Education Consulting Inc.
Sol, Ingemar Jr M.	Bookkeeper Catanauan Entrepreneurs Credit Cooperative

Villa, Bryant D.	Building Manager FPD Asia Property Services Inc.
8 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Executive Assistant III

ITEM POSITION: SLPCB- SALARY GRADE: 20

EXA3-48-2022 (coterminous to the

incumbent)

MINIMUM QUALIFICATION:

Office/Unit: SLSU Lucban Campus – Office of the President

Education: Bachelor's degree

Eligibility: Career Service (Professional) Second Level Eligibility

Training: 8 hours of training
Experience: 2 years of experience

Competency Excellent verbal, both written and oral communication

skills and computer skills in MS office applications and use of internet and digital teleconferencing applications,

ability to assist in executive functions.

APPLICANT PRESENT POSITION/OFFICE

No Qualified Applicant

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERICK T. VILLA, DT

Chairperson, MSPB Non-Teaching



ALL APPLICANTS

Information Technology Officer I

ITEM POSITION: SLPCB-ITO1-45-2022 SALARY GRADE: 19

	MINIMUM QUALIFICATION:
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus — Office of the President ICT Unit Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience
Competency	Strong knowledge in Search Engine Optimization, Layer 2 and Layer 3 Technologies and Protocols: VLANs, Ether channel, STP, PVSTP+, RSTP, MST, 802.1x; skills in technical scoping, on-site project implementations, web applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's
APPLICANT	PRESENT POSITION/OFFICE
Andaluz, Gilbert N.	Administrative Officer I Southern Luzon State University
Borgonia, Jedd Wilzon G.	Computer Programmer Southern Luzon State University
Seño, Mariebeth P.	Assistant Professor II Southern Luzon State University
Villanueva, Rodson Robert M.	Information Technology Officer I Department of Social Welfare and Development
4 Applicants	

Prepared by:

GINO A. CABRERA, RPM Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Information Technology Officer I

ITEM POSITION: SLPCB-ITO1-45-2022 SALARY GRADE: 19

MINIMUM QUALIFICATION:		
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus – Office of the President ICT Unit Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience	
Competency	Strong knowledge in Search Engine Optimization, Layer 2 and Layer 3 Technologies and Protocols: VLANs, Ether channel, STP, PVSTP+, RSTP, MST, 802.1x; skills in technical scoping. on-site project implementations, web applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's	
APPLICANT	PRESENT POSITION/OFFICE	
Andaluz, Gilbert N.	Administrative Officer I Southern Luzon State University	
Borgonia, Jedd Wilzon G.	Computer Programmer Southern Luzon State University	
Seño, Mariebeth P.	Assistant Professor II Southern Luzon State University	
Villanueva, Rodson Robert M.	Information Technology Officer I Department of Social Welfare and Development	
4 Applicants		

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Administrative Officer V - Quality Assurance Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-21-2022

	SUMMARY	OF	EVALUATION OF	APPLICANTS
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MINIMUM QUALIFICATION:

Office/Unit:

SLSU Lucban Campus - Office of the President Quality Assurance Unit

Education:

Bachelor's degree relevant to the job

Eligibility:

Career Service (Professional) Second Level Eligibility

Training: Experience: 8 hours of training 2 years of experience

Competency

Strong knowledge and skills in strategic planning, delivering effective

reports and presentations, legal compliance, written and verbal

communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the

area of assignment.

APPLICANT	PRESENT POSITION/OFFICE
Abarras Misian Palla A	Training Specialist
Abarquez, Miriam Belle A.	Southern Luzon State University
Durand Avalina In D	Head Teacher I
Bucad, Avelino Jr R.	DepEd Quezon Science Highschool
Danda Jawan S	Assistant Administrative Officer
Dando, Jayson S.	Community General Hospital of San Pablo City
Marguria Iulia Ramilla A	Elementary Grade Teacher I
Mercurio, Julio Ramillo A.	DepEd Lucena City
Marindia Druga Inchus A	Administrative Officer II
Merjudio, Bryan Joshua A.	Department of Education
Placino, Margarita L.	Administrative Officer III
	Assistant Head, Supply and Property Office
Briata Nicola Larraina B	Student Application Support Specialist
Prieto, Nicole Lorraine R.	Grantme Education Consulting Inc.
Royae Disas Elizabeth A	Executive Assistant for Special Projects
Reyes, Diana Elizabeth A.	Southern Luzon State University
Samson, Jerwin A.	Senior Business Counselor
Samson, Jerwin A.	Department of Trade and Industry Quezon
Siese Ferret Berry	Part Time Instructor
Sison, Ernest Paul Y.	College of Engineering
Vac Joznaci S	Administrative Officer II
Yao, Jezreel S.	Department of Foreign Affairs

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Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Administrative Officer V - Quality Assurance Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-21-2022

MINIMUM QUALIFICATION:	
Office/Unit:	SLSU Lucban Campus – Office of the President Quality Assurance Unit
Education:	Bachelor's degree relevant to the job

SUMMARY OF EVALUATION OF APPLICANTS

Education

Career Service (Professional) Second Level Eligibility Eligibility:

8 hours of training Training: 2 years of experience Experience:

Strong knowledge and skills in strategic planning, delivering effective Competency

reports and presentations, legal compliance, written and verbal

communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the

area of assignment.

APPLICANT	PRESENT POSITION/OFFICE	
	Administrative Officer III	
Placino, Margarita L.	Assistant Head, Supply and Property Office	
	Executive Assistant for Special Projects	
Reyes, Diana Elizabeth A.	Southern Luzon State University	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERICKT. VILLA, DT

Chairperson, MSPB Non-Teaching



ALL APPLICANTS

Administrative Officer V - Human Resource Management Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-22-2022

MINIMUM QUALIFICATION:		
Office/Unit: Education: Eligibility: Fraining: Experience: Competency	SLSU Lucban Campus – Human Resource Management Unit Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	
APPLICANT	PRESENT POSITION/OFFICE	
Abarquez, Miriam Belle A.	Training Specialist Southern Luzon State University	
Basera, Earl Gabrielle	Administrative Officer IV (HRMO II) Municipal Government of Tagkawayan, Quezon	
Bello, Tristan Jeremias A.	Peace Program Officer III Office of the Presidential Adviser on the Peace Process	
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool	
Dando, Jayson S.	Assistant Administrative Officer Community General Hospital of San Pablo City	
De Veluz, Maritess P.	Instructor I Southern Luzon State University	
Enopia, Jenny Rose M.	Adminsitrative Aide III (Casual) Doña Marta Memorial District Hospital/Provincial Government of Quezon	
Hernandez, Grasiela L.	Administrative Officer II City Schools Division City of Tayabas	
Mercurio, Julio Ramillo A.	Elementary Grade Teacher I DepEd Lucena City	
Merjudio, Bryan Joshua A.	Administrative Officer II Department of Education	
Ogerio, Anna Jean M.	Administrative Officer II Department of Education Quezon	
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office	
Prieto, Nicole Lorraine R.	Student Application Support Specialist Grantme Education Consulting Inc.	

San Gil, Kristene M.	Administrative Officer II
	DepEd Lucena City
	Part Time Instructor
Sison, Ernest Paul Y.	College of Engineering
Trivided Investor C	Internal Auditor II
Trinidad, Jannin G.	Department of Science and Technology - Central Office
Villaester, Shiela Marie B.	Administrative Officer II
	Management and Audit Analyst I- Provincial Internal Audit Office
V 115	Administrative Officer II
Yao, Jezreel S.	Department of Foreign Affairs
Zabella, Maridel C.	Administrative Officer IV
	Southern Luzon State University
19 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Administrative Officer V - Human Resource Management Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-22-2022

	MINIMUM QUALIFICATION:		
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Lucban Campus — Human Resource Management Unit Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience		
Competency	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.		
APPLICANT	PRESENT POSITION/OFFICE		
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool		
De Veluz, Maritess P.	Instructor I Southern Luzon State University		
Merjudio, Bryan Joshua A.	Administrative Officer II Department of Education		
Ogerio, Anna Jean M.	Administrative Officer II Department of Education Quezon		
Placino, Margarita L.	Administrative Officer III Assistant Head, Supply and Property Office		
San Gil, Kristene M.	Administrative Officer II DepEd Lucena City		
Zabella, Maridel C.	Administrative Officer IV Southern Luzon State University		
7 Applicants			

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Administrative Officer V - Records Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-23-2022

Bello, Tristan Jeremias A.

Beltran, Eliza P.

Bucad, Avelino Jr R.

Caballero, Abigail U.

Dando, Jayson S.

Cruzat, Klarissa Jean A.

De Ocampo, Resur Rey V.

Esmerna, Rodelio Jr M.

SLPGB-ADOF5-23-2022	
	MINIMUM QUALIFICATION:
	SLSU Lucban Campus – Records Unit
Office/Unit:	Bachelor's degree relevant to the job
Education:	Career Service (Professional) Second Level Eligibility
Eligibility:	1775 Note 1771 National Control of the Control of t
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.
APPLICANT	PRESENT POSITION/OFFICE
Abarquez, Miriam Belle A.	Training Specialist
	Southern Luzon State University Administrative Aide IV
Acupanda, Frances Louise A.	
	Office of the Provinical Agriculturist
Alburo, Jayson V.	Social Insurance Assistant I
	PhilHealth IV A
Andrade, Joyce S.	Executive Assistant for Admin
	Southern Luzon State University
Bello Tristan Jeremias A	Peace Program Officer III

Craft Education Demostrator

Head Teacher I

High School Teacher

Sariaya institute Inc. Service Associate

China Bank Savings, Inc.

Administrative Officer I

Administrative Officer II

DepEd Quezon Division

Southern Luzon State University

DepEd Quezon Science Highschool

Assistant Administrative Officer-

Community General Hospital of San Pablo City

(Records Officer I)- Provincial Health Office

Office of the Presidential Adviser on the Peace Process

Manager Lulia Barrilla A	Elementary Grade Teacher I
Mercurio, Julio Ramillo A.	DepEd Lucena City
24	Administrative Officer II
Merjudio, Bryan Joshua A.	Department of Education
Manada Manaka B	Administrative Assistant III
Monedo, Wenelyn R.	Movie and Television Review and Classification Board
Diagram Adams its 1	Administrative Officer III
Placino, Margarita L.	Assistant Head Supply and Property Office
	Student Application Support Specialist
Prieto, Nicole Lorraine R.	Grantme Education Consulting Inc.
Santaina Jarama S	Administrative Assistant
Sagetarios, Jerome C.	Professional Regulation Commission
Since Found Banky	Part Time Instructor
Sison, Ernest Paul Y.	College of Engineering
Villa anta a Chiada Mania B	Administrative Officer II
Villaester, Shiela Marie B.	Management and Audit Analyst I Provincial Internal Audit Office
Yao, Jezreel S.	Administrative Officer II
	Department of Foreign Affairs
21 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Administrative Officer V - Records Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-23-2022

	MINIMUM QUALIFICATION:		
Office/Unit:	SLSU Lucban Campus – Records Unit		
Education:	Bachelor's degree relevant to the job		
Eligibility:	Career Service (Professional) Second Level Eligibility		
Training:	8 hours of training		
Experience:	2 years of experience		
Competency	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.		
APPLICANT	PRESENT POSITION/OFFICE		
	Craft Education Demostrator		
Beltran, Eliza P.	Southern Luzon State University		
·	Administrative Officer I		
De Ocampo, Resur Rey V.	(Records Officer I)- Provincial Health Office		
Esmerna, Rodelio Jr M.	Administrative Officer II		
	DepEd Quezon Division		
	Administrative Assistant III		
Monedo, Wenelyn R.	Movie and Television Review and Classification Board		
	Administrative Officer III		

Assistant Head Supply and Property Office

Prepared by:

5 Applicants

Placino, Margarita L.

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERICK T. VILLA, DT

Chairperson, MSPB Non-Teaching



ALL APPLICANTS

MINIMUM QUALIFICATION:

Administrative Officer V - Supply and Property Management Unit

ITEM POSITION:

SLPCB-ADOF5-24-2022

SALARY GRADE: 18

	Complement Despert Management Unit

Office/Unit: Education:

SLSU Lucban Campus – Supply and Property Management Unit

Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility Eligibility:

8 hours of training Training: 2 years of experience Experience:

Competency

Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and

organizational development in the area of assignment.

APPLICANT	PRESENT POSITION/OFFICE	
Abarquez, Miriam Belle A.	Training Specialist Southern Luzon State University	
Alcoreza, Froilan Virnard A.	Administrative Aide IV Procurement Office	
Andaluz, Gilbert N.	Administrative Officer I Southern Luzon State University	
Andrade, Joyce S.	Executive Assistant for Admin Southern Luzon State University	
Azares, Jonabel R.	Administrative Officer II Department of Education	
Barte, Reymark	Administrative Officer V DOST-TAC30:D50PI, FAD Property	
Bello, Tristan Jeremias A.	Peace Program Officer III Office of the Presidential Adviser on the Peace Process	
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool	
Dando, Jayson S.	Assistant Administrative Officer Community General Hospital of San Pablo City	
De Ocampo, Resur Rey V.	Administrative Officer I (Records Officer I) Provincial Health Office	
De Veluz, Maritess P.	Instructor I Southern Luzon State University	
Mercurio, Julio Ramillo A.	Elementary Grade Teacher I DepEd Lucena City	

	Administrative Aide VI
Palines, Rowena O.	Southern Luzon State University
	Administrative Officer III
Placino, Margarita L.	Assistant Head, Supply and Property Office
Distance I amela D	Student Application Support Specialist
Prieto, Nicole Lorraine R.	Grantme Education Consulting Inc.
	Administrative Officer II
Rodriguez, Maria Cecilia S.	Office of Schools Division Superintendent Supply Section Manuel L. Quezon Elem School
	Administrative Assistant
Sagetarios, Jerome C.	Professional Regulation Commission
Since Franck Boully	Part Time Instructor
Sison, Ernest Paul Y.	College of Engineering
Valla Diaband I	Instructor III
Valle, Richard L.	Southern Luzon State University
	Building Manager
Villa, Bryant D.	FPD Asia Property Services Inc.
NEW - Marchard C	Administrative Assistant II
Villa, Maritess O.	Southern Luzon State University
V 116	Administrative Officer II
Yao, Jezreel S.	Department of Foreign Affairs
	Administrative Officer IV
Zabella, Maridel C.	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Administrative Officer V - Supply and Property Management Unit

ITEM POSITION:

SALARY GRADE: 18

SLPCB-ADOF5-24-2022

	MINIMUM QUALIFICATION:
	SLSU Luchan Campus – Supply and Property Management Unit
Office/Unit:	Bachelor's degree relevant to the job
	Career Service (Professional) Second Level Eligibility
ligibility:	8 hours of training
raining:	2 years of experience
Experience:	Strong knowledge and skills in strategic planning, delivering effective reports and
Competency	presentations, legal compliance, written and verbal communication, management and
	supervisory practices, interpersonal and organizational decision making, and organizational
	development in the area of assignment.
APPLICANT	PRESENT POSITION/OFFICE
	Administrative Aide IV
Alcoreza, Froilan Virnard A.	Procurement Office
Andalus Cilhart N	Administrative Officer I
Andaluz, Gilbert N.	Southern Luzon State University
A Janahal B	Administrative Officer II
Azares, Jonabel R.	Department of Education
De Veluz, Maritess P.	Instructor I
De veidz, ividitiess P.	Southern Luzon State University
Palines, Rowena O.	Administrative Aide VI
raines, Rowella O.	Southern Luzon State University
Placino, Margarita L.	Administrative Officer III
Placifio, Margarita L.	Assistant Head, Supply and Property Office
	Administrative Officer II
Rodriguez, Maria Cecilia S.	Office of Schools Division Superintendent Supply Section
	Manuel L. Quezon Elem School
V-II- Bishand I	Instructor III
Valle, Richard L.	Southern Luzon State University
Villa, Maritess O.	Administrative Assistant II
VIIIa, IVIATITESS O.	Southern Luzon State University
Zabella, Maridel C.	Administrative Officer IV
Zabella, Maridel C.	Southern Luzon State University
10 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Administrative Officer V - Tagkawayan

ITEM POSITION:

SLPCB-ADOF5-20-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit: Education: Eligibility: Training: Experience:	SLSU Tagkawayan Campus Bachelor's degree relevant to the job Career Service (Professional) Second Level Eligibility 8 hours of training 2 years of experience
Competency	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.
APPLICANT	PRESENT POSITION/OFFICE
Basera, Earl Gabrielle	Administrative Officer IV (HRMO II) Municipal Government of Tagkawayan, Quezon
Bucad, Avelino Jr R.	Head Teacher I DepEd Quezon Science Highschool
Magdame, Sherriyn U.	Administrative Officer IV Southern Luzon State University-Judge Guillermo Eleazar Tagkawayan, Quezon
Mercurio, Julio Ramillo A.	Elementary Grade Teacher I DepEd Lucena City
Moral, Merry Rose C.	Agriculturist I Department of Agriculture RFOIV-A
Sison, Ernest Paul Y.	Part Time Instructor College of Engineering SLSU Main Campus
6 applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Administrative Officer V - Tagkawayan

ITEM POSITION:

SLPCB- SALARY GRADE: 18

ADOF5-20-2022

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Tagkawayan Campus
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.
APPLICANT	PRESENT POSITION/OFFICE
	Head Teacher I
Bucad, Avelino Jr R.	DepEd Quezon Science Highschool
	Administrative Officer IV
Magdame, Sherrlyn U.	Southern Luzon State University-Judge Guillermo Eleazar Tagkawayan,
	Quezon
2 Applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERICK T. VILLA, DT

Chairperson, MSPB Non-Teaching



ALL APPLICANTS

Internal Auditor III
ITEM POSITION:
SLPCB-IAUD3-39-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus – Office of the President Internal Audit Unit
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and analytical skills on government accounting and auditing rules,
	regulations, and procedures; communication skills in oral, report writing, and presentation.
APPLICANT	PRESENT POSITION/OFFICE
THE OWNER WAS ARRESTED FOR THE PARTY OF THE	Training Specialist
Abarquez, Miriam Belle A.	Southern Luzon State University
	Administrative Aide III
Obien, Veronica C.	Southern Luzon State University
Delines Reviews O	Administrative Aide VI
Palines, Rowena O.	Southern Luzon State University
San June Manica Kay Ann P	Administrative Aide III
San Juan, Venice Kay-Ann R.	Southern Luzon State University
Trinidad, Jannin G.	Internal Auditor II
Trinidad, Jannin G.	Department of Science and Technology - Central Office
Villa, Maritess O.	Administrative Assistant II
villa, iviaffless O.	Southern Luzon State University
	Administrative Officer II
Villaester, Shiela Marie B.	Management and Audit Analyst I
	Provincial Internal Audit Office

Prepared by:

7 applicants

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:

FREDERIUM VIL.A, DI Chairperson, MSPB Non-Teaching



ALL QUALIFIED APPLICANTS

Internal Auditor III ITEM POSITION: SLPCB-IAUD3-39-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus – Office of the President Internal Audit Unit
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and analytical skills on government accounting and auditing rules, regulations
	and procedures; communication skills in oral, report writing, and presentation.
	DESCRIT POSITION/OFFICE
APPLICANT	PRESENT POSITION/OFFICE
Object Verenies C	Administrative Aide III
Obien, Veronica C.	Southern Luzon State University
	Administrative Aide VI
Palines, Rowena O.	Southern Luzon State University
	Administrative Aide III
San Juan, Venice Kay-Ann R.	Southern Luzon State University
	Internal Auditor II
Trinidad, Jannin G.	Department of Science and Technology - Central Office
Lett. At the control of the control	Administrative Assistant II
Villa, Maritess O.	Southern Luzon State University
Villaester, Shiela Marie B.	Administrative Officer II
	Management and Audit Analyst I
	Provincial Internal Audit Office
6 applicants	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Information Officer III ITEM POSITION: SLPCB-INFO3-42-2022

SALARY GRADE: 18

SLSU Lucban Campus – Office of the President Information Unit
Bachelor's degree
Career Service (Professional) Second Level Eligibility
8 nours of training
2 years of experience
Strong knowledge and skills on implementing and operating public information and education programs and strategies through TV, radio, and social media, and excellent communication skills.
PRESENT POSITION/OFFICE
Instructor I
Southern Luzon State University
Social Insurance Assistant
PhilHealth IV A
Education Program Specialist I
Southern Luzon State University
Instructor I
Southern Luzon State University
Student Application Support Specialist
Grantme Education Consulting Inc.
Secondary School Teacher I
DepEd Luis Palad Intergrated School
information Officer i
Department of Environment and Natural Resources

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Information Officer III ITEM POSITION: SLPCB-INFO3-42-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus – Office of the President Information Unit
Education:	Bachelor's degree
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and skills on implementing and operating public information and education programs and strategies through TV, radio, and social media, and excellent communication skills.
APPLICANT	PRESENT POSITION/OFFICE
	No Qualified Applicant

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Project Development Officer III
ITEM POSITION:
SLPCB-PD03-30-2022

SALARY GRADE: 18

MINIMUM QUALIFICATION:		
Office/Unit:	SLSU Lucban Campus – Office of the President Project Management Unit	
Education:	Bachelor's degree relevant to the job	
Eligibility:	Career Service (Professional) Second Level Eligibility	
Fraining:	8 hours of training	
Experience:	2 years of experience	
Competency	Strong knowledge and skills on proposal preparation, budgeting, implementation,	
	monitoring, and evaluation of infrastructure/ development projects of the university.	
APPLICANT	PRESENT POSITION/OFFICE	
A L MONIT		
• V	Social Insurance Assistant I	
Alburo, Jayson V.	PhilHealth IV A	
Burnd Augling In P	Head Teacher I	
Burga, Aveline it is	DepEd Quezon Science Highschool	
S-L-S Mariet Arbier Scores S	Administrative Assistant II	
Cabañeros, Mariah Athina Suzette S.	Office of the Provinical Agriculturist	
Makipagay, Melvin A.	Administrative Officer I	
iviakipagay, ivieiviii A.	Southern Luzon State University	
Nicolas, Ariel V.	Physical Plant and Facilities Supervisor	
Wicolas, Ariel V.	Manuel S. Enverga University Foundation	
	Information Officer I	
Saños, April C.	Department of Environment and Natural Resources	
Since Frank Paul V	Part Time Instructor	
Sison, Ernest Paul Y.	College of Engineering	
Villa, Bryant D.	Building Manager	

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Project Development Officer III

ITEM POSITION: SLPCB-PDO3-30-2022 SALARY GRADE: 18

	MINIMUM QUALIFICATION:	
Office/Unit:	SLSU Lucban Campus – Office of the President Project Management Unit	
Education:	Bachelor's degree relevant to the job	
Eligibility:	Career Service (Professional) Second Level Eligibility	
Training:	8 hours of training	
Experience:	2 years of experience	
Competency	Strong knowledge and skills on proposal preparation, budgeting, implementation, monitoring, and evaluation of infrastructure/ development projects of the university.	
APPLICANT	PRESENT POSITION/OFFICE	
Makipagay, Melvin A.	Administrative Officer I	
Wiakipagay, WeiVIII A.	Southern Luzon State University	
Nicolas, Ariel V.	Physical Plant and Facilities Supervisor	
Micolas, Ariel V.	Manuel S. Enverga University Foundation	

2 Applicants

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL APPLICANTS

Planning Officer III
ITEM POSITION:
SLPCB-PLO3-33-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus - Office of the President Planning Unit
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and skills in data gathering, analysis, and data management and their application to institutional, infrastructure, and development planning, organizing, delivering and monitoring of strategic priorities of the university
APPLICANT	PRESENT POSITION/OFFICE
Andread a James C	Executive Assistant for Admin
Andrade, Joyce S.	Executive Assistant for Admin Southern Luzon State University
Bucad, Avelino Jr R.	Southern Luzon State University
Bucad, Avelino Jr R.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool
Bucad, Avelino Jr R. Calzado, Romel B.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool Planning Officer I
Bucad, Avelino Jr R. Calzado, Romel B.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool Planning Officer I Municipal Planning and Development Coordinator
Bucad, Avelino Jr R. Calzado, Romel B. Makipagay, Melvin A.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool Planning Officer I Municipal Planning and Development Coordinator Administrative Officer I
Bucad, Avelino Jr R. Calzado, Romel B. Makipagay, Melvin A.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool Planning Officer I Municipal Planning and Development Coordinator Administrative Officer I Southern Luzon State University
Andrade, Joyce S. Bucad, Avelino Jr R. Calzado, Romel B. Makipagay, Melvin A. Salvador, Julie Ann I. Sison, Ernest Paul Y.	Southern Luzon State University Head Teacher I- DepEd Quezon Science Highschool Planning Officer I Municipal Planning and Development Coordinator Administrative Officer I Southern Luzon State University Regional Credit Analyst

Prepared by:

GINO A. CABRERA, RPm Assistant Head, HRMO

Approved by:



ALL QUALIFIED APPLICANTS

Planning Officer III
ITEM POSITION:
SLPCB-PLO3-33-2022

SALARY GRADE: 18

	MINIMUM QUALIFICATION:
Office/Unit:	SLSU Lucban Campus – Office of the President Planning Unit
Education:	Bachelor's degree relevant to the job
Eligibility:	Career Service (Professional) Second Level Eligibility
Training:	8 hours of training
Experience:	2 years of experience
Competency	Strong knowledge and skills in data gathering, analysis, and data management and their application to institutional, infrastructure, and development planning, organizing, delivering and monitoring of strategic priorities of the university
APPLICANT	PRESENT POSITION/OFFICE
Makipagay, Melvin A.	Administrative Officer I
	Southern Luzon State University
1 Applicant	

Prepared by:

GINO A. CABRERA, RPm

Assistant Head, HRMO

Approved by: