



Human Resource  
Management Office

MEMORANDUM NO. 34, s. 2023

TO : Successful Applicants for  
Administrative Officer I & Administrative Aide VI

FROM : GINO A. CABRERA, Rpm  
Assistant Head, Human Resource Management Office  
Secretariat, HRMSPB

APPROVED BY: DORACIE B. ZOLETA-NANTES, Ph.D.  
University President

SUBJECT : Advisory on the Final List of Successful Applicants for the  
Appointment of Administrative Officer I and Administrative  
Aide VI

DATE : June 20, 2023

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1. In view of the result of the selection process conducted for the filling-up of vacant non-teaching positions and in line with the CSC-Approved Merit System and 2017 Omnibus Rules on Appointments and Other Human Resource Actions, *the Final List of Successful Applicants for Administrative Officer I and Administrative Aide VI* is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as Annex "A";
2. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on JUL 06 2023, in compliance to the Civil Service Commission requirements\* for attestation, to wit:
  - a. 3 copies personal data sheet (back-to-back- print with photo, not scanned)
  - b. 3 copies of work experience sheet
  - c. Report of Rating/ID/Certificate of Eligibility (duly authenticated by CSC/PRC)
  - d. Medical Certificate (to be issued by the University Health Services)
  - e. 2 copies of Position Deposition Description Form (c/o HRMO)
  - f. 3 copies of Oath of Office
  - g. Original Copies of Transcript of Records, Diploma, Certificate of Employment and Trainings/ Seminars (to be presented to HRMO)

***\*Complete and detailed checklist of requirements will be forwarded by the HRMO to each of the successful applicant.***



Human Resource  
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3. Furthermore, it is hereby advised that the University reserves the right not to issue and process appointment for failure of the successful applicant to submit any of the aforementioned documentary requirements;
4. Moreover, it is advised that the appointments to be issued to the successful applicants shall be subject to confirmation of the University's Board of Regents;
5. Moreover additionally, the schedule of Oathtaking will be announced in a separate advisory.
6. For information and strict compliance.

***Anyone who feels aggrieved or would like to be clarified regarding this Advisory may forward their inquiry/ complaint in writing through the HRMO within fifteen (15) days from posting of this Memorandum.***



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

## NOTICE OF APPOINTMENT

By the powers vested by the Board of Regents to the President, it is hereby announced that the following applicants shall be appointed to the following positions, to wit:


**ANABELLE C. EMOCLING**

**Administrative Officer I  
(JGE Tagkawayan)**

**DIANA MONICA B. DALMACION**

**Administrative Aide VI  
(Main Campus)**

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

  
**GINO A. CABRERA, Rpm**  
Assistant Head, HRMO  
Secretariat, HRMSPB

Approved by:

  
**DORACIE B. ZOLETA-NATES, PhD**  
University President

JUN 21 2023