



NOTICE OF VACANT POSITIONS

For Non-Teaching

This Office hereby announces the following vacant positions, to wit:

Position Title:	<u>COLLEGE ADMINISTRATOR</u>
Item Title No.:	SLPCB-CAD1-1-2003
Place of Assignment:	SLSU - JGE Tagkawayan Campus
Salary Grade:	25
No. of Vacancy:	1
Education:	Bachelor's Degree
Eligibility:	Career Service Executive Eligibility/Career Executive Service
Training:	None required
Experience:	3 years supervisory experience

Position Title:	<u>ACCOUNTANT III</u>
Item Title No.:	SLPCB-A3-1-1998
Office/Unit:	SLSU Lucban Campus
Salary Grade:	19
No. of Vacancy:	1
Education:	Bachelor's Degree in Commerce / Business Administration major in Accounting
Training:	8 hours of relevant training
Experience:	2 years of relevant experience
Eligibility:	RA 1080 (Certified Public Accountant)

Position Title:	<u>ACCOUNTANT I</u>
Item Title No.:	SLPCB-A1-1-2001
Office/Unit:	SLSU JGE- Tagkawayan Campus
Salary Grade:	12
No. of Vacancy:	1
Education:	Bachelor's Degree in Commerce / Business Administration major in Accounting
Training:	None required
Experience:	None required
Eligibility:	RA 1080 (Certified Public Accountant)

Position Title:	<u>ADMINISTRATIVE OFFICER I</u>
Item Title No.:	SLPCB-ADOF1-8-2004
Office/Unit:	SLSU JGE Tagkawayan Campus
Salary Grade:	10
No. of Vacancy:	1
Education:	Bachelor's degree
Training:	None Required
Experience:	None Required
Eligibility:	Career Service (Professional) Second Level Eligibility



Human Resource
Management Office

Position Title: GUIDANCE COUNSELOR I
Item Title No.: SLPCB-GUIDC1-1-2001
Place of Assignment: SLSU JGE Tagkawayan Campus
Salary Grade: 11
No. of Vacancy: 1
Education: Master's Degree in Guidance Counseling
Training: None Required
Experience: None Required
Eligibility: RA 1080 (Registered Guidance Counselor)

Position Title: ADMINISTRATIVE AIDE VI
Item Title No.: SLPCB-ADA6-7-2004
Office/Unit: SLSU Lucban Campus
Salary Grade: 6
No. of Vacancy: 1
Education: Completion of two-year studies in college
Training: None required
Experience: None required
Eligibility: Career Service (Sub-Professional)
First Level Eligibility

Applicants should submit within ten (10) calendar days from the date of its publication to the Human Resource Management Office at the 2nd Floor of SLSU Administration Building, Lucban, Quezon or at the HR Office Administration Building, SLSU-JGE Campus Brgy. Rizal, Tagkawayan Quezon with the following requirements:

1. A letter stating the specific position applied for;
2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture;
3. Copy of the latest Performance Rating (if applicable);
4. Certified True Copy of the following:
 - Authenticated Certificate of Eligibility or License;
 - Transcript of Records
 - Diploma
 - Certificate of Employment with actual duties and responsibilities and/or Job Description;
 - Certificate of trainings or seminars attended.



Human Resource
Management Office

Applications with incomplete requirements shall not be entertained.

A
PATRICE GRACE A. CANEO, DBA
Acting Head, HRMO

Recommending Approval:

FREDERICK T. VILLA, DT
Chairperson of the Merit, Selection and
Promotion Board for Non-Teaching Personnel

Approved by:

(Signature)
DORACIE B. ZOLETA-NANTES, PhD
University President

Date of Posting:

MAR 31 2023