



Human Resource
Management Office

NOTICE OF VACANT POSITIONS

For Non-Teaching

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

No. of Vacancies/Item/SG: One (1) Chief Adm. Officer SG - 24
Item Title Nos.: SLPCB-CADOF-27-2022
Place of Assignment: SLSU Lucban Campus – Administrative Division

Minimum Qualifications:

Education: Master's degree or Certificate in Leadership and Management from the CSC
Experience: 4 years of supervisory and management
Training: 24 hours of supervisory/management learning and development intervention
Eligibility: Career Service (Professional)
Second Level Eligibility
Competency: 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.

No. of Vacancies/Item/SG: One (1) Attorney IV SG - 23
Item Title Nos.: SLPCB-ATY4-36-2022
Place of Assignment: SLSU Lucban Campus – Office of the President
Legal Unit

Minimum Qualifications:

Education: Bachelor of Laws
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: RA 1080 (BAR)
Competency: Advanced knowledge and skills in analyzing legal matters concerning university operations and integrity in the practice of profession.



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**No. of Vacancies/Item/SG:
Item Title Nos.:** Two (2) Supervising Administrative Officer SG - 22
SLPCB-SADOF-25-2022
SLPCB-SADOF-26-2022

Place of Assignment: SLSU Lucban Campus – (1) Administrative
Division; and (2) Finance Division

Minimum Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 16 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility
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.

**No. of Vacancies/Item/SG:
Item Title Nos.:** One (1) Executive Assistant III SG - 20
SLPCB-EXA3-48-2022 (coterminous to the
incumbent)

Place of Assignment: SLSU Lucban Campus – Office of the President

Minimum Qualifications:

Education: Bachelor's degree
Experience: 2 years of experience
Training: 8 hours of training
Eligibility: Career Service (Professional)
Second Level Eligibility
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.

**No. of Vacancies/Item/SG:
Item Title Nos.:** One (1) Information Technology Officer I SG - 19
SLPCB-ITO1-45-2022

Place of Assignment: SLSU Lucban Campus – Office of the President
ICT Unit

Minimum Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility
Competency: Strong knowledge in Search Engine Optimization,
Layer 2 and Layer 3 Technologies and Protocols:
VLANs, Ether channel, STP, PVSTP+, RSTP, MST,



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802.1x; skills in technical scoping, on-site project implementations, web applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's

No. of Vacancies/Item/SG:
Item Title Nos.:

Five (5) Administrative Officer V SG- 18
SLPCB-ADOF5-21-2022
SLPCB-ADOF5-22-2022
SLPCB-ADOF5-23-2022
SLPCB-ADOF5-24-2022
SLPCB-ADOF5-20-2022

Place of Assignment:

SLSU Lucban Campus – (1) Office of the President-Quality Assurance Unit; (2) Human Resource Management Unit; (3) Records Unit; (4) Supply and Property Management Unit; (5) SLSU Tagkawayan

Minimum Qualifications:

Education:

Experience:

Training:

Eligibility:

Competency:

Bachelor's degree relevant to the job
2 years of relevant experience
8 hours of relevant training
Career Service (Professional)
Second Level Eligibility
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.

No. of Vacancies/Item/SG:
Item Title Nos.:

Place of Assignment:

One (1) Internal Auditor III SG - 18
SLPCB-IAUD3-39-2022

SLSU Lucban Campus – Office of the President Internal Audit Unit

Minimum Qualifications:

Education:

Experience:

Training:

Eligibility:

Competency:

Bachelor's degree relevant to the job
2 years of relevant experience
8 hours of relevant training
Career Service (Professional)
Second Level Eligibility
Strong knowledge and analytical skills on government accounting and auditing rules, regulations, and procedures; communication skills in oral, report writing, and presentation.



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No. of Vacancies/Item/SG: One (1) Information Officer III SG - 18
Item Title Nos.: SLPCB-INFO3-42-2022
Place of Assignment: SLSU Lucban Campus – Office of the President Information Unit

Minimum Qualifications:

Education: Bachelor's degree
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility
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.

No. of Vacancies/Item/SG: One (1) Project Development Officer III SG - 18
Item Title Nos.: SLPCB-PDO3-30-2022
Place of Assignment: SLSU Lucban Campus – Office of the President Project Management Unit

Minimum Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility
Competency: Strong knowledge and skills on proposal preparation, budgeting, implementation, monitoring, and evaluation of infrastructure/development projects of the university.

No. of Vacancies/Item/SG: One (1) Planning Officer III SG - 18
Item Title Nos.: SLPCB-PLO3-33-2022
Place of Assignment: SLSU Lucban Campus – Office of the President Planning Unit

Minimum Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional)
Second Level Eligibility
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.




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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.

Applications with incomplete requirements shall not be entertained.


GINO A. CABRERA, Rpm
Asst. Head, HRMO
OIC, HRMO

Recommending Approval:


FREDERICK T. VILLA, DT
Chairperson of the HR Merit, Selection and
Promotion Board for Non- Teaching Personnel
(executive/ managerial positions)

Approved by: 


DURACIE B. ZOLETA-NANTES, PhD
University President

Date of Posting:

APR 13 2023