



Human Resource
Management Office

NOTICE OF VACANT POSITIONS For Non-Teaching

This Office hereby announces the following vacant positions (see attached CS Form No.9), to wit:

	Item No.	Position Title	SG
1	SLPCB-A2-20-2022	Accountant II	16
2	SLPCB-INFOSA2-44-2022	Information Systems Analyst II	16
3	SLPCB-ADOF4-19-2022	Administrative Officer IV	15
4	SLPCB-ADOF4-20-2022	Administrative Officer IV	15
5	SLPCB-ADOF4-21-2022	Administrative Officer IV	15
6	SLPCB-IAUD2-38-2022	Internal Auditor II	15
7	SLPCB-INFO2-41-2022	Information Officer II	15
8	SLPCB-PDO2-29-2022	Project Development Officer II	15
9	SLPCB-PLO2-32-2022	Planning Officer II	15
10	SLPCB-ADOF3-18-2022	Administrative Officer III	14
11	SLPCB-ADOF3-19-2022	Administrative Officer III	14
12	SLPCB-ADOF3-20-2022	Administrative Officer III	14
13	SLPCB-ADOF3-21-2022	Administrative Officer III	14
14	SLPCB-BS1-46-2022	Board Secretary 1	14
15	SLPCB-LEA3-35-2022	Legal Assistant III	14
16	SLPCB-INFOSA1-43-2022	Information Systems Analyst 1	12
17	SLPCB-LEA2-34-2022	Legal Assistant II	12
18	SLPCB-ADAS5-47-2022	Administrative Assistant V* (Coterminous)	11
19	SLPCB-ADOF2-16-2022	Administrative Officer II	11
20	SLPCB-ADOF2-17-2022	Administrative Officer II	11
21	SLPCB-ADOF2-18-2022	Administrative Officer II	11
22	SLPCB-ADOF2-19-2022	Administrative Officer II	11
23	SLPCB-IAUD1-37-2022	Internal Auditor I	11
24	SLPCB-INFO1-40-2022	Information Officer I	11
25	SLPCB-PDO1-28-2022	Project Development Officer I	11
26	SLPCB-PLO1-31-2022	Planning Officer I	11
27	SLPCB-ADOF1-16-2022	Administrative Officer I	10
28	SLPCB-ADOF1-17-2022	Administrative Officer I	10
29	SLPCB-ADAS3-14-2022	Administrative Assistant III	9
30	SLPCB-ADAS3-15-2022	Administrative Assistant III	9
31	SLPCB-ADAS3-16-2022	Administrative Assistant III	9
32	SLPCB-ADAS3-17-2022	Administrative Assistant III	9
33	SLPCB-ADAS3-18-2022	Administrative Assistant III	9
34	SLPCB-ADAS2-13-2022	Administrative Assistant II	8
35	SLPCB-ADAS2-14-2022	Administrative Assistant II	8
36	SLPCB-ADAS2-15-2022	Administrative Assistant II	8
37	SLPCB-ADAS1-10-2022	Administrative Assistant I	7
38	SLPCB-ADA6-1-2022	Administrative Aide VI	6
39	SLPCB-ADA6-2-2022	Administrative Aide VI	6
40	SLPCB-ADA6-9-2022	Administrative Aide VI	6
41	SLPCB-ADA6-10-2022	Administrative Aide VI	6
42	SLPCB-ADA6-11-2022	Administrative Aide VI	6
43	SLPCB-ADA6-12-2022	Administrative Aide VI	6
44	SLPCB-ADA6-13-2022	Administrative Aide VI	6
45	SLPCB-ADA6-14-2022	Administrative Aide VI	6
46	SLPCB-ADA6-15-2022	Administrative Aide VI	6
47	SLPCB-ADA6-16-2022	Administrative Aide VI	6
48	SLPCB-ADA6-17-2022	Administrative Aide VI	6
49	SLPCB-ADA6-18-2022	Administrative Aide VI	6
50	SLPCB-ADA6-19-2022	Administrative Aide VI	6
51	SLPCB-ADA6-20-2022	Administrative Aide VI	6
52	SLPCB-ADA6-21-2022	Administrative Aide VI	6
53	SLPCB-ADA6-22-2022	Administrative Aide VI	6




Human Resource
Management Office

54	SLPCB-ADA6-23-2022	Administrative Aide VI	6
55	SLPCB-ADA6-24-2022	Administrative Aide VI	6
56	SLPCB-ADA6-8-2022	Administrative Aide VI	6
SLSU Judge Guillermo Eleazar			
57	SLPCB-A2-19-2022	Accountant II	16
58	SLPCB-ADOF4-18-2022	Administrative Officer IV	15
59	SLPCB-ADOF3-16-2022	Administrative Officer III	14
60	SLPCB-ADOF3-17-2022	Administrative Officer III	14
61	SLPCB-A1-1-2001	Accountant I	12
62	SLPCB-ADOF2-15-2022	Administrative Officer II	11
63	SLPCB-GUIDC1-1-2001	Guidance Counselor I	11
64	SLPCB-ADOF1-14-2022	Administrative Officer I	10
65	SLPCB-ADAS3-13-2022	Administrative Assistant III	9
66	SLPCB-ADAS2-10-2022	Administrative Assistant II	8
67	SLPCB-ADAS2-11-2022	Administrative Assistant II	8
68	SLPCB-ADAS2-12-2022	Administrative Assistant II	8
69	SLPCB-ADAS1-9-2022	Administrative Assistant I	7
70	SLPCB-ADA6-3-2022	Administrative Aide VI	6
71	SLPCB-ADA6-4-2022	Administrative Aide VI	6
72	SLPCB-ADA6-5-2022	Administrative Aide VI	6
73	SLPCB-ADA6-6-2022	Administrative Aide VI	6
74	SLPCB-ADA6-7-2022	Administrative Aide VI	6

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

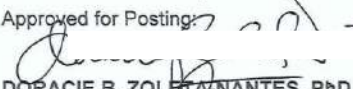
1. A letter stating the specific position applied for;
2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture;
3. Copy of the latest Performance Rating (if applicable);
4. Certified True Copy of the following:
 - Authenticated Certificate of Eligibility or License;
 - Transcript 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
OIC, HRMO

Noted: 


FREDERICK T. VILLA, DT
Chairperson of the HR Merit, Selection, and Promotion Board for Non-Teaching Personnel
Vice President for Administrative and Financial Affairs

Approved for Posting: 
DORACIE B. ZOLETANANTES, PhD
University President

Date of Posting:

SEP 01 2023

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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 SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, Rpm
HRMO
Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experiences	Eligibility		Competency (if applicable)
1	Information Officer II	SL-PCB-INF-O2-41-2022	15	366719	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Technically proficient and digitally savvy in using social media platforms, analytics software, and web application technologies.	SLSU Main Campus - Office of the President - Information Unit
2	Information Officer I	SL-PCB-INF-O1-40-2022	11	27000	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Technically proficient and digitally savvy in using social media platforms, analytics software, and web application technologies.	SLSU Main Campus - Office of the President - Information Unit

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 September 10, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

UNQUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GINO A. CABRERA, Rpm
Office, Human Resource Management Office
Southern Luzon State University - Brgy. Kutlapi Luchan, Quezon
hsourcruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
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Electronic copy to be submitted to the CSC F/O must be in MS Excel format

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					Education	Training	Experience	Eligibility	
1	Accountant II	SLPCB-A2-19-2022	16	39672	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	SLSU - JGE Tagkawayan Campus (Accounting)
2	Administrative Officer IV	SLPCB-ADDF4-18-2022	15	36819	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	SLSU - JGE Tagkawayan Campus (HR)
3	Administrative Officer III	SLPCB-ADDF3-16-2022	14	33943	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	SLSU - JGE Tagkawayan Campus (Cashier)

4	Administrative Officer III	SLPCB-ADOF3-17-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Familiarity with ISO management standards and other related quality assurance mechanisms with excellent oral and written communication skills; Knowledgeable in planning, design, improvement, and responsiveness to changing customer expectations; Proactive and possess good decision-making skills to meet quality standards and deliver high-quality services and offerings to the end-user.	SLSU - JGE Tagkawayan Campus (Quality Assurance and Accreditation)
5	Accountant I	SLPCB-A1-1-2001	12	29165	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting in the government including COA circulars; Skills in the preparation of general journals and trial balances, periodical financial reports, audit reviews, and journal entry vouchers, and other related accounting procedures.	SLSU - JGE Tagkawayan Campus (Accounting)
6	Administrative Officer II	SLPCB-ADOF2-15-2022	11	27000	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledge and abilities in data and knowledge management, software development, network infrastructure management, systems analysis and design, information and communication technologies, technology literacy, and managing information.	SLSU - JGE Tagkawayan Campus (MS-ICT)
7	Guidance Counselor I	SLPCB-GUIDC1-1-2001	11	27000	Master's Degree in Guidance Counseling	None required	None required	RA 1080 (Registered Guidance Counselor)	Skills and knowledge in counseling various types of clients and in different guidance activities and interventions.	SLSU - JGE Tagkawayan Campus (Guidance, Counseling, and Testing Center)

8	Administrative Officer I	SLPCB-ADOF1-14-2022	10	23176	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Strong knowledge of procurement processes, supply allocation, contract management, and supplier relationship management;	SLSU - JGE Tagkawayan Campus (Supply and Property)
9	Administrative Assistant III	SLPCB-ADASS3-13-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Familiarity with bookkeeping and basic accounting procedures; Competency in MS Office applications.	Excellent negotiation, communication, and interpersonal skills.	SLSU - JGE Tagkawayan Campus (Accounting - Bookkeeping)
10	Administrative Assistant II	SLPCB-ADASS2-10-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Accuracy and attention to detail.	Proficient in processing client transactions, including preparing daily collection reports, reports of checks and vouchers issued, cash disbursement reports, and other documentation of a similar kind.	SLSU - JGE Tagkawayan Campus (Disbursement)
11	Administrative Assistant II	SLPCB-ADASS2-11-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Skills on property custodianship;	Familiarity with inventory management systems and software;	SLSU - JGE Tagkawayan Campus (Supply and Property)
12	Administrative Assistant II	SLPCB-ADASS2-12-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Know-how to receive, track, and distribute materials, supplies, and equipment.	Familiarity in government budgeting, auditing, and other financial operations standards.	SLSU - JGE Tagkawayan Campus (Budget)
13	Administrative Assistant I	SLPCB-ADASS1-9-2022	7	18620	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with sourcing and supplier management techniques;	Proficient in MS Office;	SLSU - JGE Tagkawayan Campus (Procurement)
										Accuracy and attention to details.	

14	Administrative Aide VI	SLPCB-ADDA6-3-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus
15	Administrative Aide VI	SLPCB-ADDA6-4-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus
16	Administrative Aide VI	SLPCB-ADDA6-5-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus
17	Administrative Aide VI	SLPCB-ADDA6-6-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus
18	Administrative Aide VI	SLPCB-ADDA6-7-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus

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GINO A. CABRERA, RPhm

OIC, Human Resource Management Office

Southern Luzon State University - Brgy. Kuliapi Luehan, Quezon

slurecruitment.hrmteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

Date: _____
GINO A. CABRERA, RFPm
HRMO
September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Accountant II	SL-PCB-AD-20-2022	16	39672	Bachelor's Degree in Commercial Business Administration major in Accounting or BS Accountancy	4 hours relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting including COA circulars; Working knowledge of the preparation of general journals and trial balances, periodical financial reports, audit reviews, and journal entry vouchers for general journals; Skills in bookkeeping and accounting procedures;	SLSU Main Campus – Accounting Unit	
2	Administrative Officer II	SL-PCB-AD-OF2-18-2022	11	27000	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Competency in MS Office, databases and accounting software;	SLSU Main Campus – Accounting Unit	
3	Administrative Assistant III	SL-PCB-AD-AS3-14-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Accuracy and attention to detail. Familiarity with bookkeeping and basic accounting procedures;	SLSU Main Campus – Accounting Unit	
4	Administrative Aide VI	SL-PCB-AD-A6-22-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Accuracy and attention to detail. Familiarity with bookkeeping and basic accounting procedures; Competency in MS Office applications.	SLSU Main Campus – Accounting Unit	

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GINO A. CABRERA, RPh

OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kalipipi Luchan, Quezon
slurcruitmentmonteaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FOI mail item MS Excel format

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	SLPCB-ADDF-4-21-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced knowledge in government budgeting, auditing, and other financial operations standards.	SLSU Main Campus - Budget Unit
2	Administrative Officer II	SLPCB-ADDF-2-19-2022	11	27000	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable and familiar with knowledge in government budgeting, auditing, and other financial operations standards.	SLSU Main Campus - Budget Unit
3	Administrative Assistant II	SLPCB-ADDS-2-15-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Knowledge with bookkeeping and basic accounting procedures; Competence in MS Office, databases, and accounting software; Accuracy and attention to detail	SLSU Main Campus - Budget Unit
4	Administrative Aide VI	SLPCB-ADM-6-23-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with bookkeeping and basic accounting procedures; Competence in MS Office, databases, and accounting software; Accuracy and attention to detail	SLSU Main Campus - Budget Unit

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OIC, Human Resources Management Office

Southern Luzon State University - Brgy. Kuliapi Lucban, Quezon

gsurcruitmentnonsearching@pm.all.com

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Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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GINO A. CABRERA, RPPm

HRMNO

Date: _____
September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Information Systems Analyst II	SLPCB-INFOSA2-44-2022	16	39672	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledge and abilities in data and knowledge management, software development, network infrastructure management, systems analysis and design, information and communication technologies, technology literacy, and managing information.	SLSU Main Campus - Office of the President - MIS-ICT Unit	
2	Information Systems Analyst I	SLPCB-INFOSA1-43-2022	12	29165	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Knowledge and abilities in data and knowledge management, software development, network infrastructure management, systems analysis and design, information and communication technologies, technology literacy, and managing information.	SLSU Main Campus - Office of the President - MIS-ICT Unit	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	Piece of	
1	Administrative Officer IV	SLPCB-ADOF-4-20-2022	15	366719	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Good understanding and skills related to of HR operations and knowledge of labor legislation in the government.	SLSU Main Campus – Human Resource Management Unit	
2	Administrative Officer II	SLPCB-ADOF2-17-2022	11	27000	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Good understanding and skills related to HR operations and knowledge of labor legislation in the government. Knowledge about the CSC rules particularly the 2017 CRA-OHRA.	SLSU Main Campus – Human Resource Management Unit	
3	Administrative Assistant III	SLPCB-ADAS3-18-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Familiarity with HR operations in the government in accordance to CS rules.	SLSU Main Campus – Human Resource Management Unit	
4	Administrative Aide VI	SLPCB-ADA6-18-2022	6	17563	Completion of 2 years studies in college	Name required	None required	Career Service (Sub-Professional) First Level Eligibility	Proficient in Microsoft Office applications. Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus – Human Resource Management Unit	

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September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III	SLPCB-ADOF3-20-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable in monitoring activities pertaining to the installation or construction of pollution source and control facilities to ensure their compliance with the air, noise, and water quality standards.	SLSU Main Campus – General Services/ Physical Plant and Facilities Unit
2	Administrative Assistant II	SLPCB-ADAS2-13-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Skills in occupational safety and health. Knowledge in inspection and disposal. Report writing skills, data analysis and management ability, proficiency in MS Office, organizational skills, attention to detail, and effective communication skills.	SLSU Main Campus – General Services/ Physical Plant and Facilities Unit
3	Administrative Aide VI	SLPCB-ADDA6-17-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Proficient in Microsoft Office applications; Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus – General Services/ Physical Plant and Facilities Unit

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1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/licensure; and
4. Photocopy of Transcript of Records.

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

GINO A. CABRERA, Rpm
OIC, Human Resource Management Office
Southern Luzon State University – Brgy. Kudlapit, Lucban, Quezon
hrmo@slsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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 SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, Rpm
HRMIO
Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III	SLPCB-ADDF-3-19-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Skills and knowledge in cash management and cashiering in government. Strong attention to details; Dependability and trustworthiness.	SLSU Main Campus - Cashier Unit
2	Administrative Aide VI	SLPCB-ADA6-16-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity in cashiering; Competence in MS Office; Accuracy and attention to detail.	SLSU Main Campus - Cashier Unit

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GINO A. CABRERA, Rpm

OIG, Human Resource Management Office
Southern Luzon State University - Brgy. Kudat Luchan, Quezon
slsurecruitment.honrteaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, RPPM
HRMO
Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Internal Auditor II	SL-PCB-IAUD2-38-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Understanding of the auditing process, procedures, and standards as well as government accounting.	SLSU Main Campus – Office of the President - Internal Audit Unit
2	Internal Auditor I	SL-PCB-IAUD1-37-2022	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Understanding of the auditing process, procedures, and standards as well as government accounting.	SLSU Main Campus – Office of the President - Internal Audit Unit

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OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kilapi Lucban, Quezon
slsurecruitmentmonteclarin@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
 Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC: hrmo@slsu.edu.ph must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

Date: September 1, 2023
GINO A. CABRERA, RPh
 HRMO

No.	Position Title (Parenthetical Title, if applicable)	Paritilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Legal Assistant III	SLPCB-LEA3-35-2022	14	33843	BSc Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional) Second Level Eligibility	Excellent oral and written communication skills; conduct basic legal research, including statutory, case law, legal references, and cite sources to assist attorneys in analyzing legal issues;	SLSU Main Campus - Office of the President - Legal Unit
2	Legal Assistant II	SLPCB-LEA2-34-2022	12	29165 B9	BSc Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility	Excellent oral and written communication skills; Knowledge of legal terminology to conduct basic legal research, including statutory, case law, legal reference, and cite source research to assist attorneys in analyzing legal issues;	SLSU Main Campus - Office of the President - Legal Unit

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 Southern Luzon State University - Brgy. Kulajal Luchan, Quezon
hrmo@slsu.edu.ph

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, RPhm
HRMO
September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	SLPCB-ADA6-2-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Good oral and written communication skills; Proficient in Microsoft Office; Excellent organizational skills with attention to detail and accuracy; Can work individually and as part of a team.	SLSU Main Campus – University and Board Secretary/ Office of the International Alumni Affairs

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Southern Luzon State University - Brgy. Kulap, Lucban, Quezon
slsurcruitment.lnonteaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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GINO A. CABRERA, RPM
HRMO
September 1, 2023
Date: _____

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant V* (Private Secretary I) <i>*Catermulous with the official being served</i>	SL-PCB-ADAS5-47-2022	11	27000	Completion of 2 years studies in college	None required	None required	None required	Skills and knowledge in assisting head of office/ agency; Able to work harmoniously, competently, and effectively even under pressure.	SLSU Main Campus – Office of the President
2	Administrative Assistant III	SL-PCB-ADAS3-17-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Proficient in handling important office documents as well as scheduling appointments and activities; Knowledge of the use of MS Office and Google Suite; Skills in assisting the head of office/ agency	SLSU Main Campus – Office of the President
3	Administrative Aide VI	SL-PCB-ADA6-1-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Above-average knowledge on the use of MS Office and Google Suite;	SLSU Main Campus – Office of the President

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OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kulapi Lucban, Quezon
slsurrecruitment-ronveaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, RPh
HRMO
Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Board Secretary I	SLPCB-BST-46-2022	14	33643	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	With working knowledge of providing administrative support to board of regents and the administrative council of a university, which includes preparing meeting materials, taking minutes, and maintaining records; High proficiency in oral and written communication both in English and Filipino;	SLSU Main Campus – Office of the University Board Secretary
2	Administrative Assistant III	SLPCB-AIDASS-15-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Strong organizational skills, time management skills, and ability to maintain confidentiality; Strong communication and organizational skills; time and records management; Proficiency in MS Office; Attention to details and ability to maintain confidentiality.	SLSU Main Campus – Office of the University Board Secretary

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OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kulepl Luchan, Quezon
hsourcemanagement@psu.edu.ph

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, RPh

HRMCO

Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	Planning Officer II	SLPCB-PL02-32-2022	15	366,19	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Skills and knowledge in environmental planning, mapping, and modeling with excellent oral and written communication skills;	Ability to undertake planning, monitoring and evaluation, research and development projects;	Deep level of understanding of SUC operations;	SLSU Main Campus - Office of the President - Planning and Development Office
2	Planning Officer I	SLPCB-PL01-31-2022	11	27,000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Skills and knowledge in environmental planning, mapping, and modeling with excellent oral and written communication skills;	Ability to undertake planning, monitoring and evaluation, research and development projects;	Deep level of understanding of SUC operations.	SLSU Main Campus - Office of the President - Planning and Development Office
3	Administrative Aide VI	SLPCB-ADA6-12-2022	6	17,553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Good oral and written communication skills;	Proficient in Microsoft Office;	Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus - Office of the President Planning and Development Office

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OIC, Human Resource Management Office

Southern Luzon State University - Brgy. Kiliapi, Lucban, Quezon

skirecruitment.non Teaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, Rpm
HRMO
September 1, 2023

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Assistant III	SLPQB-ADAS3-16-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Familiarity with the functions of the Office of the VP for Administrative and Financial Affairs; Excellent oral and written communication skills; Proficient in Microsoft Office;	SLSU Main Campus – Office of the Vice President for Administrative and Financial Affairs	
2	Administrative Aide VI	SLPQB-ADA6-15-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Excellent organizational skills with attention to details and accuracy; Good oral and written communication skills; Proficient in Microsoft Office; Can work individually and as part of a team.	SLSU Main Campus – Office of the Vice President for Administrative and Financial Affairs	

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Southern Luzon State University - Brgy. Kaling Luchan, Quezon
slsuhrm@nrc.teaching@gmail.com

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

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HRMO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Project Development Officer II	SLPCB-PDO2-29-2022	15	36619	Bachelor's Degrees relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledge and skills in planning, managing, and implementing infrastructure and other development projects of a university.	SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office
2	Project Development Officer I	SLPCB-PDO1-28-2022	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Knowledge and skills in planning, managing, and implementing infrastructure and other development projects of a university.	SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office
3	Administrative Aide VI	SLPCB-ADA6-13-2022	6	17563	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	strong organizational and communication skills. Familiarity with infrastructure and other development projects of a university.	SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office

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 Southern Luzon State University – Etry, Kilapi Lichan, Quezon
hrrecruitment.comtech@lvsu.edu.ph

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Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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 SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CARRERA, RPM
HRMO
Date: September 1, 2023

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	SLPCB-ADCF4-19-2022	15	36,610	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Skills and knowledge related to ISO management standards and other related quality assurance mechanisms with excellent oral and written communication skills; Ability to create, standardize and review processes and procedures; Proactive and possess good decision-making skills to meet quality standards and deliver high-quality products and offerings to the end-user.	SLSU Main Campus - Office of the President - Quality Assurance Office
2	Administrative Officer II	SLPCB-ADCF2-16-2022	11	27,000	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Familiarity with ISO management standards and other related quality assurance mechanisms with excellent oral and written communication skills; Knowledgeable in planning, design, improvement, and responsiveness to changing customer expectations; Proactive and possess good decision-making skills to meet quality standards and deliver high-quality services and offerings to the end-user.	SLSU Main Campus - Office of the President - Quality Assurance Office

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SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSCS ID card for an MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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GINO A. CABRERA, RPH
HRMO
Date: September 1, 2023

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					Education	Training	Experience	Eligibility		
1	Administrative Officer III	SLPCB-ADDF-3-21-2022	14	33943	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge of government procurement laws, principles, practices, and procedures; Ability in sourcing, supplier management techniques, and bidding and awarding procedures; Excellent negotiation and communication skills.	SLSU Main Campus - Procurement Unit
2	Administrative Officer I	SLPCB-ADDF-1-16-2022	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Strong knowledge of government procurement laws, principles, practices, and procedures; Ability in sourcing, supplier management techniques, and bidding and awarding procedures; Excellent negotiation and communication skills.	SLSU Main Campus - Procurement Unit
3	Administrative Assistant I	SLPCB-ADAST-10-2022	7	18920	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with sourcing and supplier management techniques; Proficient in MS Office;	SLSU Main Campus - Procurement Unit
4	Administrative Aide VI	SLPCB-ADM-19-2022	6	17563	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Accuracy and attention to details; Familiarity with the operations of a procurement office; Proficient in MS Office;	SLSU Main Campus - Procurement Unit

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Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	Administrative Officer III	SLPCB-ADOF3-18-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable in document archiving and records management including digitalization;	Familiarity with Republic Act No. 9470 and ISO 9001:2015 requirements;	Strong organizational and communication skills.	SLSU Main Campus – Records Unit

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 September 10, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

GINO A. CABRERA, Rpm

OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kulapl Luchan, Quezon
slsurrecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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 filed, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website:

GINO A. CABRERA, RPPM
HRMO

Date: September 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (If applicable)		
1	Administrative Aide VI	SLPCB-ADDA6-14-2022		6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU Alabat Campus/ Quality Assurance Unit
2	Administrative Aide VI	SLPCB-ADDA6-24-2022		6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU Catananan Campus/ Information Unit
3	Administrative Aide VI	SLPCB-ADDA6-11-2022		6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU Gurnaca Campus/ Legal Unit

4	Administrative Aide VI	SLPCB-ADDA6-9-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MIS Office; knowledge and skills in office procedures and records management.	SLSU Infanta Campus/ ICT Unit
5	Administrative Aide VI	SLPCB-ADDA6-20-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MIS Office; knowledge and skills in office procedures and records management.	SLSU Tayabas Campus/ Records Unit
6	Administrative Aide VI	SLPCB-ADDA6-10-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MIS Office; knowledge and skills in office procedures and records management.	SLSU Taang Campus/ Internal Audit Unit
7	Administrative Aide VI	SLPCB-ADDA6-8-2022	6	17553	Completion of 2 years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Attention to detail and data entry skills; Proficient in MIS Office; knowledge and skills in office procedures and records management.	Office of the SLSU - JGE Tagkawayan in the Main Campus (Office of the Campus Coordinator)

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HRMO

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No.	Position Title (parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I	SL-PCB-ADOF-1-17-2022	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Strong knowledge of procurement processes, supply allocation, contract management, and supplier relationship management; Knowledge of inventory management systems and software; Excellent negotiation, communication, and interpersonal skills.	SLSU Main Campus - Supply and Property Management Unit
2	Administrative Assistant II	SL-PCB-ADAS2-14-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 Year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Skills on property custodianship; Familiarity with inventory management systems and software; Knowledge of supplies, equipment, and services ordering and inventory control; Know-how to receive, track, and distribute materials, supplies, and equipment.	SLSU Main Campus - Supply and Property Management Unit
3	Administrative Aide VI	SL-PCB-ADA6-21-2022	6	17563	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Know-how to receive, track, and distribute materials, supplies, and equipment; Proficient in MS Office and record management.	SLSU Main Campus - Supply and Property Management Unit

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