

#### 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
1	SLPCB-ADOF4-20-2022	Administrative Officer IV	15
5	SLPCB-ADOF4-21-2022	Administrative Officer IV	15
5	SLPCB-IAUD2-38-2022	Internal Auditor II	15
7	SLPCB-INFO2-41-2022	Information Officer II	15
3	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			12
17	SLPCB-INFOSA1-43-2022	Information Systems Analyst 1 Legal Assistant II	12
	SLPCB-LEA2-34-2022	Administrative Assistant V* (Coterminous)	11
18	SLPCB-ADAS5-47-2022		11
19	SLPCB-ADOF2-16-2022	Administrative Officer II	
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	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
_			6
49 50	SLPCB-ADA6-18-2022	Administrative Aide VI	6
	SLPCB-ADA6-19-2022	Administrative Aide VI	
51	SLPCB-ADA6-20-2022	Administrative Aide VI Administrative Aide VI	6
52	SLPCB-ADA6-21-2022		



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
	SL	SU 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 <u>submit within ten (10) calendar days</u> from the date of its publication to the Human Resource Management Office on the 2<sup>nd</sup> 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

Approxed for Posting:

DORACIE B. ZOLUTANANTES, PhD University President

Date of Posting:

SEP 0 1 2023

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. 0

GINO A. CABRERA, RPm

Date: September 1, 2023

No. Position Title (Parenthetical Information Officer I Information Officer II Title, if applicable) SLPCB-INFO1-40-2022 SLPCB-INFO2-41-2022 Plantilla Item No. Job/ Pay Grade Monthly Salary 36619 Bachelor's 27000 Bachelor's Degree Degree Education None required training 4 hours relevant |1 year of Training relevant None required experience Experience Qualification Standards (Professional) Second Level (Professional) Second Level Career Service Eligibility Eligibility Career Service Eligibility savvy in using social media platforms, analytics software, and web Strong leadership, organizational, and problem-solving skills for managing a wide range of media contacts and application technologies. analytics software, and web savvy in using social media platforms, Technically proficient and digitally Strong leadership, organizational, and problem-solving skills for managing a application technologies. wide range of media contacts and Technically proficient and digitally campaigns. Competency (if applicable) SLSU Main Campus

- Office of the SLSU Main Campu

- Office of the President -Information Unit Information Unit Assignment Place of

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;
- Performance rating in the last rating period (if applicable);
   Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

UALIFIED 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, Kulapi Lucban, Quezon

skurecruitment.nonteaching@gmail.com

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 HRMO

Date:

1 Accountant II Administrative Officer III Administrative Officer IV Position Title (Parenthetical Title, if applicable) SLPCB-ADOF3-16-2022 SLPCB-ADOF4-18-2022 SLPCB-A2-19-2022 Plantilla Item No. Job/ Pay Salary/ Monthly 4 15 6 Salary Educatio 39672 Bachelor's 33843 Bachelor's 36619 Bachelor's Degree relevant to the job major in relevant to the Accounting Administration Business Commerce/ Degree in Degree Education 4 hours relevant training training 4 hours relevant training 4 hours relevant | 1 year of Training 1 year of relevant experience experience 1 year of experience relevant relevant Experience Qualification Standards (Professional) Second Level Public (Certified Eligibility Career Service Eligibility Second Level (Professional) Career Service Accountant) RA 1080 Eligibility government; management and cashiering in the Knowledge and skills in cash Ability to maintain confidentiality and ability in dealing with various types of OHRA; in the government and knowledge CSC rules including the 2017 ORA-Good understanding of HR operations journals and trial balances, periodical financial reports, audit reviews, and and regulations pertaining to internal controls, auditing, and accounting in the government including COA decision-making skills journal entry vouchers, and other Skills in the preparation of general circulars; Competency (if applicable)
Understanding of relevant laws, rules, trustworthiness Dependability, integrity, and Strong attention to details and Remarkable conflict management and related accounting procedures. September 1, 2023 SLSU - JGE Tagkawayan Campus (Cashier) Campus (HR) SLSU - JGE Assignment SLSU - JGE (Accounting) Campus Tagkawayan Tagkawayan Place of

4		δi		о Э		7 0
Administrative Officer III		Accountant I		Administrative Officer II		Guidance Counselor I
SLPCB-ADOF3-17-2022		SLPCB-A1-1-2001		SLPCB-ADOF2-15-2022		SLPCB-GUIDC1-1-2001
1-4		12		1		3
3384		2916		27000		27000
33843 Bachelor's Degree relevant to the job	-1	29165 Bachelor's Degree in Commerce/ Business Administration	Accounting	27000 Bachelor's degree relevant to the iob	Ĭ	27000 Master's Degree in Guidance Counseling
4 hours relevant training	7	None required		4 hours relevant training		None required
1 year of relevant experience		None required		1 year of relevant experience		None required
Career Service (Professional) Second Level Eligibility		RA 1080 (Certified Public Accountant)		Career Service (Professional) Second Level Eligibility	i d	RA 1080 (Registered Guidance Counselor)
Career Service Familiarity with ISO management (Professional) standards and other related quality Tagkawayan Second Level assurance mechanisms with excellent Campus (Quality Oral and written communication skills; Assurance and Accreditation) 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.	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.	Knowledge and ablities in data and knowledge management, software development, network Infrastructure management, systems analysis and	design, information and communication technologies, technology literacy, and managing information.	Skills and knowledge in counseling SLSU - JGE various types of clients and in different Tagkawayan guidance activities and interventions. Compus (counseling, Testing Cent
SLSU - JGE Tagkawayan Campus (Quality Assurance and Accreditation)	111	SLSU - JGE Tagkawayan Campus (Accounting)		SLSU - JGE Tagkawayan Campus (MIS-ICT)		SLSU - JGE Tagkawayan Campus (Guidance, Counseling, and Testing Center)

5		=	10	9	60
Aummandipt Assistanti	Administrative Assistant II	Administrative Assistant II	Administrative Assistant II	Administrative Assistant III	Administrative Officer I
OLT CHYLLAND POTAVAL	SLPCB-ADASZ-12-2022	SLPCB-ADAS2-11-2022	SLPCB-ADAS2-10-2022	SLPCB-ADAS3-13-2022	SLPCB-ADOF1-14-2022
	4 00	co	8	9	10
10020	19/44		19744	21211	23176
2 years studies in college	Completion of 4 hours 2 years studies training in college	Completion of 4 hours 2 years studies training in college	19744 Completion of 4 hours 2 years studies training in college	21211 Completion of 4 hours 2 years studies training in college	23176 Bachelor's degree relevant to the job
o common	4 nours relevant training	4 hours relevant training	4 hours relevant training	4 hours relevant training	None required
	relevant experience	1 year of relevant experience	1 year of relevant experience	1 year of relevant experience	None required
(Sub- Professional) First Level Eligibility	(Sub- Professional) First Level Eligibility			Career Service (Sub- Professional) First Level Eligibility	Career Service (Professional) Second Level Eligibility
management techniques: Proficient in MS Office;	ramiliarity in government budgering, and other financial operations standards.  Familiarity with sourcing and simplier	Skills on property custodianship; Familiarity with inventory management systems and software; Knowledge of supplies, equipment, and/or services ordering and inventory control; Know-how to receive, track, and distribute materials, supplies, and equipment.	Proficient in processing client transactions, including preparing transactions, including preparing collection reports, reports of checks and vouchers issued, cash disbursement reports, and other documentation of a similar kind.	Familiarity with bookkeeping and basic accounting procedures;  Competency in MS Office applications.  Accuracy and attention to detail.	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.
Tagkawayan Campus (Procuremet)	Tagkawayan Campus (Budget)			SLSU - JGE Tagkawayan Campus (Accounting - Bookkeeping)	SLSU - JGE Tagkawayan Campus (Supply and Property)

-	15	16	17	18
14 Administrative Arte vi	Administrative Aide VI	Administrative Aide VI	Administrative Aide VI	Administrative Aide VI
OLFVB-ALIAN-3-ZVZZ	SLPCB-ADA6-4-2022	SLPCB-ADA6-5-2022	SLPCB-ADA6-6-2022	SLPCB-ADA6-7-2022
c	6	6	6	6
1,000	17553	17553	17553	17553
2 years studies in college	17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college
Molita Individual	None required	None required	None required	None required
Marian	None required	None required	None required	None required
	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility
(Subscience Professional)  First Level Proficient in MS Office;  Eligibility  Knowledge and skills in office procedures and records management.	Career Service Attention to detail and data entry (Sub- Skills; Professional) First Level Proficient in MS Office; Eligibility Knowledge and skills in office procedures and records management.	Attention to detail and data entry skills;  Proficient in MS Office;  Knowledge and skills in office procedures and records management.	Attention to detail and data entry skills;  Proficient in MS Office;  Knowledge and skills in office procedures and records management.	Attention to detail and data entry skills;  Proficient in MS Office;  Knowledge and skills in office procedures and records management.
Tagkawayan Campus	SLSU - JGE Tagkawayan Campus	SLSU - JGE Tagkawayan Campus	SLSU - JGE Tagkawayan Campus	SLSU - JGE Tagkawayan Campus

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;
 Performance rating in the last rating period (if applicable);
 Photocopy of certificate of eligibility/rating/license; and
 Photocopy of Transcript of Records.

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.

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. Kulapi Lucban, Quezon
sisurecrultment.nonteaching@gmail.com

Electronic copy to be autimitted to the CSC FO must be in MS Excal 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:

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

NO.		- >		N		3 A				4 A		_
Title, if applicable)	I process and all the second	Accountant II		Administrative Officer II		Administrative Assistant III	aminauduve Assistant III			Administrative Aide VI		
Plantilla Item No.		SLPCB-A2-20-2022		SLPCB-ADOF2-18-2022		SLPCB-ADAS3-14-2022	SLPCB-ADAS3-14-2022			SLPCB-ADA6-22-2022		
Salary/	Grade	16		1		0	40			0		
Monthly	valary	39672		27000		21211	21211			17553		
	Education	39672 Bachelor's Degree in Commerce/ Business Administration	major in Accounting or BS Accountancy	27000 Bachelor's degree relevant to the	job	Completion of	21211 Completion of 4 hours 2 years studies training in college			17553 Completion of 2 years studies in college		
	Training	4 hours relevant training		4 hours relevant 1 year of training relevant experien		A hours relevant	4 hours relevant training			None required		
Qualifica	Experience	1 year of relevant experience		1 year of relevant experience	133	d worr of	1 year of relevant experience			None required		
Qualification Standards	Eligibility	RA 1080 (Certified Public Accountant)		Career Service (Professional) Second Level	Eligibility	0	(Sub- Professional)	First Level Eligibility		Career Service (Sub- Professional)	First Level Eligibility	
	Competency (if applicable)	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 youthers for general journals.	Skills in bookkeeping and accounting SLSU Main Campus- procedures; Accounting Unit	Competency in MS Office, databases and accounting software;	Accuracy and attention to detail.	Career Service Familiarity with bookkeeping and (Sub-basic accounting procedures; Professional)	Competency in MS Office applications.	Accuracy and attention to detail.	Career Service   Familiarity with bookkeeping and (Sub-basic accounting procedures; Professional)	Competency in MS Office applications.	
Place of	Assignment	SLSU Main Campus  - Accounting Unit		SLSU Main Campus- Accounting Unit			SLSU Main Campus - Accounting Unit			SLSU Main Campus - Accounting 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.

- 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;
   Performance rating in the last rating period (if applicable);
   Photocopy of certificate of eligibility/rating/license; and
   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. Kulapi Lucban, Quezon

CS Form No. 9 Revised 2018

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.

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

20		_	N	ω	4
Posi	( most in debute	Administrative Officer IV	2 Administrative Officer II	Administrative Assistant II	Administrative Aide VI
Plantilla Item No.		SLPCB-ADOF4-21-2022	SLPCB-ADOF2-19-2022	SLPCB-ADAS2-15-2022	SLPGB-ADA6-23-2022
Salary/	Grade	15	==	co	6
Monthly	odidiy	36618	27000	19744	17553
	Education	36619 Bachelor's Degree relevant to the job	27000 Bachelor's degree relevant to the job	19744 Completion of 4 hours 2 years studies training in college	17553 Completion of None required 2 years studies in college
	Training	4 hours relevant training	4 hours relevant training	4 hours relevant training	None required
Qualifica	Experience	1 year of relevant experience	1 year of relevant experience	1 year of relevant experience	None required
Qualification Standards	Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service Familiarity with (Sub- Professional) First Level Competence in Eligibility Accuracy and al
	Competency (if applicable)	Advanced knowledge in government budgeting, auditing, and other financial operations standards.	Knowledgeable and familiar with knowledge in government budgeting, auditing, and other financial operations standards.	Career Service Knowledge with bookkeeping and (Sub- Professional) First Level Competence in MS Office, databases, and accounting software; Accuracy and attention to detail	Familiarity with bookkeeping and basic accounting procedures;  Competence in MS Office, databases, and accounting software;  Accuracy and attention to detail
Place of	Assignment	SLSU Main Campus - Budget Unit	SLSU Main Campus - Budget Unit	SLSU Main Campus Budget Unit	SLSU Main Campus - Budget Unit

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GINO A. CABRERA, RPm
OIC, Human Resource Management Office
Southern Luzon State University - Brgy, Kulapi Lucban, Quezon
statecrultment.nonteaching@gmall.com

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

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 1

No. Position Title (Parenthetical Information Systems Analyst I Analyst II Information Systems Title, if applicable) SLPCB-INFOSA1-43-2022 SLPCB-INFOSA2-44-2022 Plantilla Item No. Job/ Pay Grade 12 Salary Monthly 39672 Bachelor's 29165 Bachelor's Degree relevant to the job job Degree relevant to the Education None required training 4 hours relevant Training None required 1 year of experience relevant Experience Qualification Standards Career Service (Professional) Second Level Eligibility Career Service Knowledge and abilities in data and (Professional) knowledge management, software Second Level development, network Infrastructure Eligibility Eligibility knowledge management, software development, network Infrastructure management, systems analysis and design, information and communication technologies, technology literacy, and managing management, systems analysis and information. technology literacy, and managing communication technologies, design, information and Knowledge and abilities in data and Competency GINO A. CABRERA, RPm HRMO September 1, 2023 (if applicable) Unit President - MIS-ICT SLSU Main Campus President - MIS-ICT Unit SLSU Main Campus - Office of the Office of the Assignment Place of

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.

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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

Date:

No.		_	N	ω	4
Position Title (Parenthetical	Title, if applicable)	Administrative Officer IV	Administrative Officer II	Administrative Assistant III	Administrative Aide VI
Plantilla Item No.		SLPCB-ADOF4-20-2022	SLPCB-ADOF2-17-2022	SLPCB-ADAS3-18-2022	SLPCB-ADA6-18-2022
Salary/	Job/ Pay	16	=	9	6
Monthly	Salary	36619	27000	21211	17553
	Education	36619 Bachelor's Degree relevant to the job	27000 Bachelor's degree relevant to the job	21211 Completion of 4 hours 2 years studies training in college	17553 Completion of None required 2 years studies in college
	Training	4 hours relevant 1 year of training experien	4 hours relevant training	relevant	None required
Qualifica	Experience	1 year of relevant experience	1 year of relevant experience	1 year of relevant experience	None required
Qualification Standards	Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level
П	Competency (if applicable)	ding and skills related ons and knowledge of in the government; in the CSC rules 017 ORA-OHRA.	Career Service Good understanding and skills related SLSU Main (Professional) to HR operations and knowledge of Second Level labor legislation in the government; Resource Eligibility Knowledge about the CSC rules particularly the 2017 ORA-OHRA	Career Service Familiantly with HR operations in the (Sub- Professional) rules.  First Lavel Eligibility	Career Service Proficient in Microsoft Office (Sub- Professional) Excellent operational skills with Effect Level Ettention to detail and accuracy
Place of	Assignment	SLSU Main Campus – Human Resource Management Unit	SLSU Main Campus – Human Resource Management Unit	SLSU Main Campus – Human Resource Management Unit	SLSU Main Campus – Human Resource Management 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.

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

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OIC. Human Resource Management Office Southern Luzon State University - Brgy, Kulapi Lucban, Quezon

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

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

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

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No. 2 Administrative Assistant II Administrative Aide VI Administrative Officer III Position Title (Parenthetical Title, if applicable) SLPCB-ADA6-17-2022 SLPCB-ADAS2-13-2022 SLPCB-ADOF3-20-2022 Plantilla Item No. Salary/ Job/ Pay Grade Monthly Salary 19744 Completion of 4 hours relevant 1 year of 2 years studies training relevant 33843 Bachelor's 17553 Completion of Degree relevant to the in college 2 years studies training in college job 2 years studies Education None required training 4 hours relevant Training None required 1 year of experience experience relevant Experience Qualification Standards First Level Eligibility (Sub-(Sub-Career Service Eligibility Eligibility First Level Second Level (Professional) rofessional) Professional) Career Service Career Service Eligibility Date: Excellent organizational skills with attention to detail and accuracy. Proficient in Microsoft Office to detail, and effective communication Report writing skills, data analysis and Physical Plant and management ability, proficiency in MS Facilities Unit Office, organizational skills, attention Knowledge in inspection and disposal; SLSU Main Campus applications; construction of pollution source and Skills in occupational safety and water quality standards; compliance with the air, noise, and control facilities to ensure their pertaining to the installation or Knowledgeable in monitoring activities Competency (if applicable) September 1, 2023 Physical Plant and Facilities Unit SLSU Main Campus SLSU Main Campus Facilities Unit Physical Plant and Place of Assignment General Services/ General Services General Services/

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
- Performance rating in the last rating period (if applicable),
   Photocopy of certificate of eligibility/rating/license; and
   Photocopy of Transcript of Records.

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

## GINO A. CABRERA, RPm

Southern Luzon State University - Brgy, Kulapi Lucban, Quezon OIC, Human Resource Management Office

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.				N 20	
Title if applicable)	(mortin appropriate)	Administrative Officer III	policional de la	Administrative Aide VI	
Plantilla Item No.		SLPCB-ADOF3-19-2022		SLPCB-ADA6-16-2022	
	Grade	14		ø	
Monthly	odialy	33843		17553	
	Education	33843 Bachelor's Degree relevant to the job		17553 Completion of None required 2 years studies in college	Q
	Training	4 hours relevant training		None required	
Qualifica	Experience	1 year of relevant experience		None required	
Qualification Standards	Eligibility	Career Service (Professional) Second Level Eligibility		Career Service (Sub- Professional)	First Level Eligibility
	Competency	Skills and knowledge in cash management and cashiering in government;	Dependability and trustworthiness	Familiarity in cashiering; Competence in MS Office;	Accuracy and attention to detail
	(if applicable)	ge in cash ashiering in	rustworthiness.	office;	tion to detail.
Place of	Assignment	SLSU Main Campus - Cashier Unit		SLSU Main Campus - Cashier 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.

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# 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, Kulapi Lucban, Quezon

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: 

\( \int \)

GINO A. CABRERA, RPm HRMO

September 1, 2023

Date:

No. Position Title (Parenthetical Plantilla Item No. Salary/ Monthly Title, if applicable) Salary Grade	Plantilla Item No. Salary/ Job/ Pay Grade	Plantilla Item No. Salary/ Monthly Job/ Pay Salary Grade	Plantilla Item No. Salary/ Monthly Job/ Pay Salary Education Training Exp	Plantilla Item No. Salary/ Monthly Job/ Pay Salary Education Training	Plantilla Item No. Salary/ Monthly Job/ Pay Salary Education Training Experience Eligibility	Plantilla Item No. Salary/ Job/ Pay Salary Education Training Exp
ა ≼	Salary Salary De	Monthly Salary Education  36619 Bachelors 4 houngle training train	Monthly Salary Education Training Exp.  5 36619 Bachelor's 4 hours relevant 1 year relevant to the relevant to the	Monthly Caualification Standards Salary Education Training Experience Eligibility  5 36619 Bachelor's 4 hours relevant 1 year of Career Service (Professional) experience Second Level	Monthly Calculation Standards Salary Education Training Experience Eligibility  5 36619 Bachelor's 4 hours relevant 1 year of Career Service relevant to the relevant experience experience Second Level	Monthly Education Training Experience Eligibility  Salary Education Training Experience Eligibility  Salary Education Training Experience Eligibility  Training Experience Career Service Undependence Eligibility  Education Standards  Eligibility  Experience Second Level as 1
s <u>≤</u>	Monthly Salary 36619	Monthly Salary Education 36619 Bachelor's Degree relevant to the	Monthly  Salary Education Training Exp.  36619 Bachelor's 4 hours relevant 1 year relevant to the experie	Monthly   Qualification Standards	Monthly   Qualification Standards	Monthly   Qualification Standards
Salary Educatio 38619 Bachelor's Degree relevant to job	Education ) Bachelor's Degree relevant to the	the	on Training Exp  4 hours relevant 1 year the training experie	on Training Experience Eligibility  4 hours relevant 1 year of training relevant (Professional) the experience Second Level	Oualification Standards  Training Experience Eligibility  4 hours relevant 1 year of (Professional) the training experience Second Level	Oualification Standards  Training Experience Eligibility  4 hours relevant 1 year of Career Service (Professional) the training experience Second Level

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.

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GINO A. CABRERA, RPm
OIC, Human Resource Management Office
Southern Luzon State University - Brgy, Kulapi Lucban, Quezon

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

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

Š	-	2		
(Parenthetical Title, if applicable)	Legal Assistant III	2 Logal Assistant II		
Plantilla Item No.	SLPCB-LEA3-35-2022	SI DOBI EAS 24 2022	on virtual vir	
Salary/ Job/ Pay Grade	4			
Monthly	33843		29102	
Education	33843 BS Legal Management, AB Paralegal Studies, Law, Political Science, or other affied courses		AB Paralegal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	
Training	8 hours of 1 year training relevant experience in to legal work, such as legal work, such as legal enhics, legal enhics, legal enhics, legal enhics, legal endings, or legal endings, legal e		4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	
Qualific	1 year Career Servic experience in legal work such Second Level as preparation Eligibility of pleadings, legal opinions and memoranda or legal research		None required	
Qualification Standards prience Eligibility	Career Service (Professional) Second Level Eligibility		Career Service (Professional) Second Level Eligibility	
Competency (if applicable)	Kn cor reference	Understand and prepare legal documents such as contracts, agreements, statements of claim, legal motions, and affidavits.	Career Service Excellent oral and written (Professional) communication skills; Second Level Eigibility 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;	Understand and prepare legal documents such as contracts, agreements, statements of claim, legal motions, and affidavits.
Place of Assignment	SLSU Main Campus - Office of the President - Legal Unit		SLSU Main Campus - Office of the President . Legal 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.

- 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;
   Performance rating in the last rating period (if applicable);
   Photoccopy of certificate or leighbilityrating/ficense; and
   Photoccopy of Transcript of Records.

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

Olles	Southern Luzon State University - Brgy, Kulapi Lucban, C
	OIC, Human Resource Management Office

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:

No. Position Title (Parenthetical Title, if applicable) Administrative Aide VI SLPCB-ADA6-2-2022 Plantilla Item No. Salary/ Job/ Pay Grade Salary 17553 Completion of 2 years studies in college Education None required Training None required Experience Qualification Standards First Level Eligibility Career Service (Sub-Professional) Eligibility skills; Good oral and written communication Can work individually and as part of a attention to detail and accuracy; Excellent organizational skills with Proficient in Microsoft Office; Competency GINO A. CABRERA, RPm HRMO September 1, 2023 (if applicable) Affairs SLSU Main Campus Office of the Board Secretary/ Place of Assignment International Alumni University and

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;
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   Photocopy of certificate of eligibility/rating/license; and
- 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, Kulapi Lucban, Quezon

sisurecruitment.nonteaching@gmail.com

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

No. Po		1 Adı	-	2 Agr					3 Adn		
No.   Position Title (Parenthetical	(minimum adalam an income	Administrative Assistant V* (Private Secretary I)	*Coterminous with the official being served	Administrative Assistant III				Administrative Aide VI			
Plantilla Item No.		Administrative Assistant V* SLPCB-ADAS5-47-2022 (Private Secretary I)		SLPCB-ADAS3-17-2022				SLPCB-ADA6-1-2022			
Salary/	Grade	1		9				0			
Monthly	odidiy	27000		21211				17553			
	Education	27000 Completion of 2 years studies in college		n of udies	in college			17553 Completion of None required 2 years studies	in college		
	Training	None required		4 hours relevant training				None required			
Qualifica	Experience	None required		1 year of relevant	experience			None required			
Qualification Standards	Eligibility	None required	sa sa	Career Service (Sub-	Professional) First Level	Eligibility		Career Service (Sub-	Professional) First Level	Eligibility	
	Competency	Skills and knowledge in assisting head of office/ agency;	Able to work harmoniously, competently, and effectively even under pressure.	Proficient in handling important of documents as well as scheduling	appointments and activities;	Knowledge of the use of MS Office and Google Suite;	Skills in assisting the	Proficient in handling important of documents as well as scheduling	appointments and activities;	Above-average knowledge on t of MS Office and Google Suite:	
	(if applicable)	dge in assisting ency;	noniously, effectively even	Career Service Proficient in handling important office (Sub-	activities;	use of MS Office	the head of office/	ling important office	activities;	Above-average knowledge on the use of MS Office and Google Suite;	
Place of Assignment	_1	SLSU Main Campus  Office of the  President		SLSU Main Campus  - Office of the	President			SLSU Main Campus  - Office of the	President	100	

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, Kulapi Luoban, Quezon

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

No		_			N	
No. Position Title (Parenthetical	line, il applicable)	Board Secretary I			Administrative Assistant III	
Plantilla Item No.		SLPCB-BS1-46-2022			SLPCB-ADAS3-15-2022	
Salary/	Grade	14			40	
Monthly	Salary	33843			21211	
	Education	33843 Bachelor's Degree			Completion of 4 hours 2 years studies training in college	
	Training	4 hours relevant training			21211 Completion of 14 hours relevant 2 years studies training in college	
Qualific	Experience	1 year of relevant experience			1 year of relevant experience	
Qualification Standards	Eligibility	Career Service (Professional) Second Level Eligibility			Career Service (Sub- Professional) First Level Eligibility	
	Competency		High proficiency in oral and written communication both in English and Filipino;	Strong organizational skills, time management skills, and ability to maintain confidentiality.	Career Service Strong communication and (Sub- organizational skills; time a professional) management; First Level Profidency in MS Office;	Attention to details and ability to maintain confidentiality.
	(if applicable)	With working knowledge of providing administrative support to board of administrative council University Board of a university, which includes preparing meeting materials, taking minutes, and maintaining records;	oral and written th in English and	mal skills, time s, and ability to lality.	Strong communication and SLSU Main Garoganizational skills; time and records — Office of the university Boarnanagement; Boarnanagement; Secretary	and ability to
Place of Assignment		SLSU Main Campus  - Office of the I University Board Secretary			SLSU Main Campus  Office of the University Board Secretary	

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.

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   Performance rating in the last rating period (if applicable);
   Photocopy of certificate of eligibility/rating/license; and
   Photocopy of Transcript of Records.

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

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

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:

No. | Position Title (Parenthetical 2 Planning Officer I Administrative Aide VI Planning Officer II Title, if applicable) SLPCB-ADA6-12-2022 SLPCB-PLO1-31-2022 SLPCB-PLO2-32-2022 Plantilla Item No. Job/ Pay Grade Salary/ 5 Salary Monthly 17553 Completion of 2 years studies 27000 Bachelor's 36619 Bachelor's in college job relevant to the Degree job relevant to the Degree Education None required None required training 4 hours relevant Training None required None required 1 year of experience relevant Experience Qualification Standards (Sub-Career Service Eligibility Professional) First Level Eligibility (Professional) Career Service Second Level Eligibility Second Level (Professional) Career Service Eligibility Date: Proficient in Microsoft Office; Good oral and written communication and development projects; monitoring and evaluation, research written communication skills; environmental planning, mapping, and modeling with excellent oral and Skills and knowledge in operations. Deep level of understanding of SUC written communication skills; Ability to undertake planning, Deep level of understanding of SUC and development projects; Ability to undertake planning, monitoring and evaluation, research environmental planning, mapping, and modelling with excellent oral and Skills and knowledge in operations. Competency GINO A. CABRERA, RPm HRMO September 1, 2023 (if applicable) Office SLSU Main Campus Office and Development President Planning and Development President - Planning SLSU Main Campus and Development Office President - Planning SLSU Main Campus Office of the Office of the Place of Assignment Office of the

Excellent organizational skills with attention to detail and accuracy.

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.

- 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;
   Performance rating in the last rating period (if applicable);
   Photocopy of certificate of eligibility/rating/license; and
   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 - Bigy, Kulapi Lucban, Quezon

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

To: CIVIL SERVICE COMMISSION (CSC)

No.

Administrative Aide VI Administrative Assistant III Position Title (Parenthetical Title, if applicable) SLPCB-ADA6-15-2022 SLPCB-ADAS3-16-2022 Plantilla Item No. Job/ Pay Grade Salary/ Monthly Salary 21211 Completion of 4 hours relevant 17553 Completion of in college 2 years studies 2 years studies training Education None required Training relevant None required experience 1 year of Experience Qualification Standards Professional) First Level Eligibility (Sub-(Sub-Career Service Eligibility First Level Professional) Career Service Eligibility Date: attention to details and accuracy;
Good oral and written communication Familiarity with the functions of the SLSU Main Campu Office of the VP for Administrative and — Office of the Vice Financial Affairs; Can work individually and as part of a Proficient in Microsoft Office; Excellent organizational skills with Proficient in Microsoft Office, communication skills; Excellent oral and written Competency GINO A. CABRERA, RPm HRMO September 1, 2023 (if applicable) SLSU Main Campus SLSU Main Campus Financial Affairs President for Administrative and President for Administrative and Financial Affairs Office of the Vice Assignment Place of

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

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- Performance rating in the last rating period (if applicable)
- 2. Performance rating in the last rating perior (in approximation).
  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:

OIC. Human Resource Management Office	GINO A. CABRERA, RPm	

Southern Luzon State University - Brgy, Kulapi Lucban, Quezon

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 CSG website:

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

No.		_		N		c			
Position Title (Parenthetical Title, if applicable)	ritle, if applicable)	Project Development Officer II SLPCB-PDO2-29-2022		Project Development Officer   SLPGB-PDO1-28-2022	A destruction of the second	Administrative Alde VI			
Plantilla Item No.		SLPC8-PDO2-29-2022		SLPCB-PDO1-28-2022		SLPCB-ADA6-13-2022			
*	Grade	15		=		6			
Monthly	Salary	36619		27000		17563			
1	Education	36619 Bachelor's Degree relevant to the job		27000 Bachelor's degree relevant to the job		17553 Completion of 2 years	studies in college		
	Training	4 hours relevant training		None required		None			
	Experience	1 year of relevant experience		None required		None required			
Qualification Standards	Eligibility	Career Service (Professional) Second Level Eligibility		Career Service (Professional) Second Level Eligibility		Career Service (Sub-	Professional) First Level	Eligibility	
	Competency	Career Knowledge and skills in planning Service managing, and implementing (Professiona) infrastructure and other Second Level development projects of a Eligibility university:	Ability and skills in GIS and strong organizational and communication skills.	Career Knowledge and skills in planning. Service managing, and implementing (Professional) infrastructure and other Second Level development projects of a Eligibility university.	strong organizational and	Familiarity with infrastructure and other development projects of a	university.	Proficient in MS Office:	AND THE PROPERTY OF THE PARTY O
	(if applicable)	ills in planning, plementing other cts of a	GIS and strong communication	ills in planning, dementing other cts of a	hal and	astructure and projects of a		fice;	
Place of Assignment	Place of Assignment	SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office		SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office		SLSU Main Campus – Office of the President	- Project Management Unit/ Planning and	Development Office	

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

	GIN
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ţ	_
	CABRERA,
	RPm

OIC, Human Resource Management Office Southern Luzon State University - Brgy, Kulapi Lucben, Quezon

To: CIVIL SERVICE COMMISSION (CSC)

CS Form No. 9 Revised 2018

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

We hareby 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

stical Plantilla Item No.		Monthly			Qualificat	Qualification Standards	
Title, if applicable) Job/ Pay Grade		Salary	Education	Training	Experience	Eligibility	bility
Administrative Officer IV SLPCB-ADDF4-19-2022	Oti	96619 Ba De reli Job	chelor's gree evant to the	4 hours relevant 1 year of training relevant experien	1 year of relevant experience	Career Service Skills and knowledge related to ISO (Professional) management standards and other Second Level related quality assurance mechanisms with accelent oral and written communication skills;	avice Skills and knowledge related to ISO nai) management standards and other evel related quality assurance machanisms with excellent oral and written communication skills;
							Proa decis stanc produ user.
Administrative Officer II SLPCB-ADOF2-16-2022	2 2	27000 Bau deg	chelor's gree evant to the	4 hours relevant training	1 year of relevant experience	Career S (Professi Second L	Career Service Familiarity with ISO management (Professional) standards and other related quality Second Level assurance mechanisms with excellent and willow
	17-31-						Knowledgeable in planning, design,
							changing customer expectations;
							Proactive and possess good decision-making skills to meet quality standards and deliver high-quality services and offerings to the enduser.

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.

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   Performance rating in the last rating period (if applicable);
   Photocopy of Centificate of eligibility/rating/floorine; and
   Photocopy of Transcript of Records.

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

	OIC, H	Human I	n Resource	Manag	ement	nent Office	
outhern	nocu	Sigle	em Luzon State University - Broy, Kulapi Luchan, G	Bray.	Kulapi	Lucban	Cuezon

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Efectionic copy to be submitted to the CSC FO. must be in 418 Excel formal

CS Form No. 9 Revised 2018

## 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

No.	-	N	ω	4
Position Little (Parenthetical Tritle, if applicable)	Administrative Officer III	Administrative Officer I	Administrative Assistant I	Administrative Aide VI
Plantilla Item No.	SLPCB-ADOF3-21-2022	SLPCB-ADOF1-16-2022	SLPCB-ADAS1-10-2022	SLPCB-ADA6-19-2022
Salary/ Job/ Pay Grade	14	10		
Monthly			7 1862	6 1755
Education	33843 Bachelor's Degree relevant to the job	23176 Bachelor's degree relevant to the job	18820 Completion of None required 2 years studies in college	17553 Completion of None required 2 years studies in college
Training	4 hours relevant 1 year of training relevant oxperien	None required	None required	None required
Qualific	1 year of relevant experience	None required	None required	None required
Qualification Standards	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility
Competency (if applicable)	(Professional) procurement laws, irrinciples, Second Level practices, and procedures; Eligibility  Ability in sourcing, supplier management lectriciques, and bidding and awarding procedures;	Career Service: Strong knowledge of government (Frofessional) procurement laws, principles, Second Level practices, and procedures; Eligibility  Eligibility  Analogement techniques, and bidding and awarding procedures;	Career Service Familiarily with sourcing and supplier (Sub- (Sub- Frotesional) Proficient in MS Office; Eligibility Accuracy and attention to details.	Career Service Familiarity with the operations of a (Sub- (Sub- Professonal) First Level Eligibility Accuracy and attention to details.
Assignment	SLSU Main Campus – Procurement Unit	SLSU Main Campus – Procurement Unit	SLSU Main Campus - Procurement Unit	SLSU Main Campus - Procurement Unit

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   Photocopy of certificate of eligibility/adingificense; and
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GINO A, CABRERA, RPm
OIC, Human Resource Management Office
Southern Luzon State University - Bryx, Kulapi Luchan, Quezon
Southern Luzon State University - Bryx, Kulapi Luchan, Quezon

# 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:

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

No. Position			1 Administrat
Position Title (Parenthetical	Title, if applicable)	Administrative Officer III	
Plantilla Item No.		SLPCB-ADOF3-18-2022	
Salary/	Job/ Pay Grade	14	
Monthly	Salary	33843	
	Education	33843 Bachelor's Degree relevant to the	
	Training	4 hours relevant training	
Qualificat	Experience	1 year of relevant experience	
Qualification Standards	Eligibility	Career Service (Professional) Second Level	
	Competency	Knowledgeable in and records manadigitalization;	Familiarity with Republic Act No. 9 and ISO 9001:2015 requirements:
	Competency (if applicable)	Career Service Knowledgeable in document archiving SLSU Main Campus (Professional) and records management including – Records Unit Second Level digitalization;	Familiarity with Republic Act No. 9470 and ISO 9001:2015 requirements;
Place of	Assignment	SLSU Ma	

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;
- Performance rating in the last rating period (if applicable);
   Photocopy of certificate of eligibility/rating/license; and
   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, Kulapi Lucban, Quezon

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GINO A. CABRERA, RPm HRMO

September 1, 2023

Date:

ယ	N		No.
Administrative Aide VI	Administrative Aide VI	Administrative Aide VI	Position Title (Parenthetical Title, if applicable)
SLPCB-ADA6-11-2022	SLPCB-ADA6-24-2022	SLPCB-ADA6-14-2022	Plantilla Item No.
0	<b>o</b>	<b>o</b>	Salary/ Job/ Pay
17553	17553	17553	Monthly Salary
17553 Completion of 2 years studies in college	3 Completion of 2 years studies in college	17553 Completion of None required 2 years studies in college	Education
None required	17553 Completion of None required 2 years studies in college	None required	Training
None required	None required	None required	Qualifica
Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	
(Sub- Professional) First Level Eligibility Knowledge and skills in office procedures and records management.	Career Service Attention to detail and data entry (Sub- Professional) First Level First Level First Level Froficient in MS Office; Eligibility Knowledge and skills in office procedures and records management.	Attenuor to detail and data entry skills;  Proficient in MS Office;  Knowledge and skills in office procedures and records management.	
Campus/ Legal Unit	SLSU Catanauan Campus/ Information Unit	Campus Quality Assurance Unit	Assignment

7	0	on on	4
Administrative Aide VI	Administrative Aide VI	Administrative Aide VI	Administrative Aide VI
SLPCB-ADA6-8-2022	SLPCB-ADA6-10-2022	SLPCB-ADA6-20-2022	SLPCB-ADA6-9-2022
6	6	6	ග
17553	17553	17563	17553
17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college	17553 Completion of 2 years studies in college
None required	None required	None required	None required
None required	None required	None required	None required
Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	Career Service (Sub- Professional) First Level Eligibility	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.	Career Service Attention to detail and data entry (Sub- Professional) First Level Proficient in MS Office; Eligibility Knowledge and skills in office procedures and records management.	Career Service Altention to detail and data entry (Sub- Professional) First Level Eligibility Knowledge and skills in office procedures and records management.	(Sub- (Sub- Professional) First Level Eligibility Knowledge and skills in office procedures and records management.
Office of the SLSU- JGE Tagkawayan in the Main Campus (Office of the Campus Coordinator)	SLSU Tlaong Campus/ Internal Audit Unit	SI.SU Tayabas Campus/ Records Unit	Campus/ICT Unit

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#### GINO A. CABRERA, RPm

OIC, Human Resource Management Office Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

To: CIVIL SERVICE COMMISSION (CSC)

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2 Administrative Assistant II Administrative Aide VI Administrative Officer I Position Title (Parenthetical Title, if applicable) SLPCB-ADAS2-14-2022 SLPCB-ADA6-21-2022 SLPCB-ADOF1-17-2022 Plantilla Item No. Salary/ Monthly Job/ Pay Salary Grade 23176 23176 Bachelor's degree relevant to the job 17663 Completion of 1 2 years studies in college 19744 Completion of 4 hours relevant 2 years studies training in college Education None required None required None required Training 1 year of relevant experience None required Experience Qualification Standards Career Service (Professional) Second Level Eligibility Career Service I (Sub-Professional) of First Level Eligibility Career Service (Sub-Professional) | First Level Eligibility Eligibility Date: Strong knowledge of procurement SLSU Main processes, supply allocation, contact Campus - Supply management, and supplier and Property relationship management; Management Unit equipment.
Knowledge of supplies, equipment,
and/or services ordering and inventory Skills on property custodianship; control; Familiarity with inventory manageme systems and software: Knowledge of inventory management systems and software; Know-how to receive, track, and distribute materials, supplies, and Know-how to receive, track, and distribute materials, supplies, and Anowledge of supplies, equipment, and/or services ordering and inventory Excellent negoliation, communication, and interpersonal skills. Competency (if applicable) GINO A. CABRERA, RPm HRMO September 1, 2023 SLSU Main
y Campus – Supply
and Property
Management Unit SLSU Main Campus – Supply and Property Management Unit Assignment Place of

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

Proficient in MS Office and record management.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.cse.gov.ph;
   Performance rating in the last rating period (if applicable);
   Phylocopy of entilicate of eligibilityraling/license; and
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