



Human Resource  
Management Office

MEMORANDUM NO. 5, s. 2024

TO : Successful Applicants for Administrative Officer I;  
Administrative Assistant I, II, III; Administrative Aide  
VI; Instructor I; and Instructor III positions

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

APPROVED BY: NILO H. DATOR, EdD  
OIC-University President

SUBJECT : Advisory on the Final List of Successful Applicants  
for Administrative Officer I; Administrative Assistant  
I, II, III; & Administrative Aide VI; Instructor I; and  
Instructor III positions

DATE : February 1, 2024

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1. In view of the result of the selection process conducted for the filling-up of vacant teaching and non-teaching positions and in line with the CSC-Approved Merit System and 2017 Omnibus Rules on Appointments and Other Human Resource Actions, *the Final List of Successful Applicants for Administrative Officer I; Administrative Assistant I, II, III; Administrative Aide VI; Instructor I; and Instructor III* is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as Annex "A" and "B";
2. Further, the successful applicants for the said positions are hereby directed to submit the following documentary requirements to this Office on **February 16, 2024**, in compliance to the Civil Service Commission requirements for attestation, to wit:
  - i. For New Permanent Employees:
    - 3 copies Personal Data Sheet (back- to- back print with actual photo, not scanned);
    - 3 copies of Work Experience Sheet;
    - 1 copy of license ID and/ or eligibility duly authenticated by PRC/ CSC (whichever is applicable);
    - Medical certificate (present the results of your CBC, Urinalysis, Chest, X-Ray, Drug Test, Neuropsych Examination to the University Health Services in exchange to your Medical Certificate);
    - 2 copies of Position Description Form (c/o HRMO);
    - 3 copies of Oath of Office form;



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- Photocopy and original copies of Transcript of Records and Diploma (to be presented to the HRMO);
- Additional requirements for new entrants in SLSU:
  - Pag-IBIG (MID) number;
  - PhilHealth number;
  - TIN number;
  - NBI clearance; and
  - Copy of Marriage Contract (if married)
- Landbank ATM Card Application Requirements:
  - TIN ID/Number;
  - 2 valid IDs (Photocopy - front and back with signature);
  - 2 pieces of 1x1 pictures; and
  - 1 proof of Billing.

### II. For Promoted Employees:

- 2 copies Personal Data Sheet (back-to-back print with actual photo, not scanned);
  - 2 copies of Work Experience Sheet;
  - 1 copy of license ID and/ or eligibility duly authenticated by PRC/ CSC (whichever is applicable);
  - Medical Certificate (to be issued by the University Health Services);
  - 2 copies of Position Description Form (c/o HRMO); and
  - 3 copies of Oath of Office.
3. It is hereby advised that the University reserves the right not to issue and process appointment for failure of the successful applicant to submit any of the aforementioned documentary requirements;
  4. Moreover, it is advised that the appointments to be issued to the successful applicants shall be subject to confirmation of the University's Board of Regents;
  5. Anyone who feels aggrieved or would like to be clarified regarding this Advisory may forward their inquiry/ complaint in writing through the HRMO within fifteen (15) days from posting of this Memorandum.
  6. Additionally, the schedule of Oathtaking will be announced in a later date; and
  7. For information and strict compliance.



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

## **NOTICE OF APPOINTMENT**

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

|  |                                    |
|--|------------------------------------|
| <b>Administrative Assistant III</b><br>(Office of the President)   | <b>Mary Ann C. Salumbides</b>      |
| <b>Administrative Aide VI</b><br>(Office of the President)   | <b>Maria Minette O. Murallon</b>   |
| <b>Administrative Aide VI</b><br>(Planning and Development Office)   | <b>Mary Cindy C. Salonga</b>       |
| <b>Administrative Aide VI</b><br>(Project Management Unit/ PDO)  | <b>Chrismaine Joy V. Ratio</b>     |
| <b>Administrative Assistant III</b><br>(University Board Secretary' Office)                                      | <b>Angelita M. Salvacion</b>       |
| <b>Administrative Aide VI</b><br>(Office of the International Alumni<br>Affairs/ University and Board Secretary) | <b>Dexter C. Diamante</b>          |
| <b>Administrative Assistant III</b><br>(Office of the Vice President)  | <b>Nordeliza A. Mancenido</b>      |
| <b>Administrative Aide VI</b><br>(Office of the Vice President)  | <b>Ana Greta S. Abad</b>           |
| <b>Administrative Assistant III</b><br>(Accounting Office)   | <b>Ira Jovette D. Caballero</b>    |
| <b>Administrative Aide VI</b><br>(Accounting Office)   | <b>Gertine Anne P. Oblena</b>      |
| <b>Administrative Assistant II</b><br>(Budget Office)  | <b>Lorenza Z. De Chavez</b>        |
| <b>Administrative Aide VI</b><br>(Budget Office)   | <b>Jose Jarlo Z. Perez</b>         |
| <b>Administrative Aide VI</b><br>(Cashier's Office)  | <b>Joy B. Villenas</b>             |
| <b>Administrative Officer I</b><br>(Procurement Office)  | <b>Froilan Virnard A. Alcoreza</b> |
| <b>Administrative Assistant I</b><br>(Procurement Office)  | <b>Catherine V. Babierra</b>       |

|   |                                  |
|---|----------------------------------|
| <b>Administrative Aide VI</b><br>(Procurement Office)                                 | <b>Emlyn Lyka A. Salva</b>       |
| <b>Administrative Assistant III</b><br>(HRMO)   | <b>Maria Soledad O. Terciano</b> |
| <b>Administrative Aide VI</b><br>(HRMO)   | <b>Cheenee D. Villon</b>         |
| <b>Administrative Assistant II</b><br>(General Services/ PPF Office)                  | <b>Mary Rose N. Bojeador</b>     |
| <b>Administrative Aide VI</b><br>(General Services/ PPF Office)                       | <b>Sherwin R. Villa</b>          |
| <b>Administrative Officer I</b><br>(Supply and Property Management)                   | <b>Mark Jeffrey C. Mabalot</b>   |
| <b>Administrative Assistant II</b><br>(Supply and Property Management)                | <b>Prescilla A. Suarez</b>       |
| <b>Administrative Aide VI</b><br>(Supply and Property Management)                     | <b>Edward Niño D. Reyes</b>      |
| <b>Administrative Aide VI</b><br>(SLSU Tiaong Campus/ Internal Audit Unit)            | <b>Mary Jane F. Dela Cruz</b>    |
| <b>Administrative Aide VI</b><br>(SLSU Tayabas Campus/ Records Office)                | <b>Ivan P. Lipit</b>             |
| <b>Administrative Aide VI</b><br>(SLSU Infanta Campus/ MIC-ICT Unit)                  | <b>Gian Carlo B. Avellaneda</b>  |
| <b>Administrative Aide VI</b><br>(SLSU Gumaca Campus/ Legal Unit)                     | <b>Beatriz D. Nuñezca</b>        |
| <b>Administrative Aide VI</b><br>(SLSU Catanauan Campus/ Information Unit)            | <b>Jimuel G. Dilao</b>           |
| <b>Administrative Aide VI</b><br>(SLSU Alabat Campus/ QA Office)                      | <b>Veronica T. Evangelista</b>   |
| <b>Administrative Aide VI</b><br>(SLSU JGE Tagkawayan Office In the Main Campus/ CAO) | <b>Jessica N. Piacino</b>        |
| <b>Administrative Officer I</b><br>(Supply and Property – SLSU JGE Tagkawayan)        | <b>Luisito S. San Diego</b>      |

**Administrative Assistant III**  
(Accounting-Bookkeeping –  
SLSU JGE Tagkawayan)

**Manirose S. Lucban**

**Administrative Assistant II**  
(Disbursing – SLSU JGE Tagkawayan)

**Myra D. Fajardo**

**Administrative Assistant II**  
(Supply and Property – SLSU JGE  
Tagkawayan)

**Clairebelle U. Nataño**

**Administrative Assistant II**  
(Budget – SLSU JGE Tagkawayan)

**Mark Anthony O. Baliza**

**Administrative Assistant I**  
(Procurement – SLSU JGE  
Tagkawayan)

**Diana N. Inopre**

**Administrative Aide VI**  
(SLSU JGE Tagkawayan)

**Alpha Joyce B. Aio**

**Administrative Aide VI**  
(SLSU JGE Tagkawayan)

**Marjorie O. Mendoza**

**Administrative Aide VI**  
(SLSU JGE Tagkawayan)

**Lorenz B. Padilla**

**Administrative Aide VI**  
(SLSU JGE Tagkawayan)

**Analiza M. Palicpic**

**Administrative Aide VI**  
(SLSU JGE Tagkawayan)

**Joas M. Moreno**

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

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

Approved by: 

  
**NILO H. OAFOR, EdD**  
OIC-University President



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|   |  |
|---|--|
| <b>Instructor I</b><br>(SLSU Alabat)  | <b>Erick Aldwin G. Suarez</b>  |
| <b>Instructor I</b><br>(SLSU Catanauan)   | <b>Maria Charnilene Palma</b>  |
| <b>Instructor I</b><br>(SLSU Gumaca)  | <b>Rea Mariz I. Jordan</b>   |
| <b>Instructor I</b><br>(SLSU Infanta)   | <b>Emmanuel P. Dela Rosa</b>   |
| <b>Instructor I</b><br>(SLSU Tagkawayan)  | <b>Leonardo S. Antenor</b>   |
| <b>Instructor III</b><br>(SLSU Tagkawayan)  | <b>Lualhati G. Aguila</b>  |
| <b>Instructor I</b><br>(SLSU Lucena)  | <b>Meryl A. Villaruel</b>  |
| <b>Instructor I</b><br>(CABHA)  | <b>Jeremiah P. Elloso</b>  |
| <b>Instructor I</b><br>(College of Agriculture)   | <b>Karl Niño D. Sisperez</b>   |
| <b>Instructor I</b><br>(College of Allied Medicine)   | <b>Trishka Ravven S. Resurrecion</b>   |
| <b>Instructor I</b><br><b>Instructor I</b><br><b>Instructor I</b><br>(College of Arts and Sciences) | <b>Amiel Jansen Demetrial</b><br><b>Norman Vincent A. Paderes</b><br><b>Arjay T. Altovar</b> |
| <b>Instructor I</b><br><b>Instructor I</b><br>(College of Engineering)                              | <b>John Victor A. Liwag</b><br><b>John Christopher D. Tayoto</b>                             |
| <b>Instructor III</b><br>(College of Engineering)   | <b>Cresencia N. Rait</b>   |

**Instructor I**  
**Instructor I**  
(College of Industrial Technology)

**Oliver R. Mandaing**  
**John C. Valdoria**

**Instructor I**  
**Instructor I**  
(College of Teacher Education)

**Enrico O. Regencia**  
**Ronel P. Alday**

**Instructor I**  
**Instructor I**  
**Instructor I**  
(SLSU Polillo)

**Karizza May P. Janairo**  
**Jonald Traquiña**  
**Ronald T. Umali**

**Instructor I**  
(SLSU Tayabas)

**Nichoie Ann A. Lago**

**GINO A. CABRERA, RPh**  
Head, HRMO and  
Secretariat, HRMSPB

Approved by: 

**NILO H. DATOR, EdD**  
OIC-University President