



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
Southern Luzon State University – Main Campus			
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-ADOF2-16-2022	Administrative Officer II	11
19	SLPCB-ADOF2-17-2022	Administrative Officer II	11
20	SLPCB-ADOF2-18-2022	Administrative Officer II	11
21	SLPCB-ADOF2-19-2022	Administrative Officer II	11
22	SLPCB-IAUD1-37-2022	Internal Auditor I	11
23	SLPCB-INFO1-40-2022	Information Officer I	11
24	SLPCB-PDO1-28-2022	Project Development Officer I	11
25	SLPCB-PLO1-31-2022	Planning Officer I	11
SLSU Judge Guillermo Eleazar			
26	SLPCB-A2-19-2022	Accountant II	16
27	SLPCB-ADOF4-18-2022	Administrative Officer IV	15
28	SLPCB-ADOF3-16-2022	Administrative Officer III	14
29	SLPCB-ADOF3-17-2022	Administrative Officer III	14
30	SLPCB-A1-1-2001	Accountant I	12
31	SLPCB-ADOF2-15-2022	Administrative Officer II	11
32	SLPCB-GUIDC1-1-2001	Guidance Counselor I	11

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:



Human Resource
Management Office

- 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
Head, HRMO

Approved for posting:

FREDERICK T. VILLA, DT
University President

Date of Posting:

MAR 22 2024

Electronic copy to be submitted to the CSC PG 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 we:

GINO A. CABRERA, RPh
HRMO

Date: March 22, 2024

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	Accountant II	SLPCB-A2-19-2022	16	35672	Bachelor's Degree in Commerce/ Business Administration major in Accounting	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 in the government including CDA 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)
2	Administrative Officer IV	SLPCB-ADO4-18-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Good understanding of HR operations in the government and knowledge CSC rules including the 2017 ORA-OHRA; Remarkable conflict management and decision-making skills Ability to maintain confidentiality and ability in dealing with various types of people	SLSU - JGE Tagkawayan Campus (HR)

3	Administrative Officer III	SLPCB-ADOF3-16-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Knowledge and skills in cash management and cashiering in the government;</p> <p>Strong attention to details and accuracy;</p> <p>Dependability, integrity, and trustworthiness.</p>	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	<p>Familiarity with ISO management standards and other related quality assurance mechanisms with excellent oral and written communication skills;</p> <p>Knowledgeable in planning, design, improvement, and responsiveness to changing customer expectations;</p> <p>Proactive and possess good decision-making skills to meet quality standards and deliver high-quality services and offerings to the end-user.</p>	SLSU - JGE Tagkawayan Campus (Quality Assurance and Accreditation)
6	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)	<p>Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting in the government including CGA circulars;</p> <p>Skills in the preparation of general journals and trial balances, periodical financial reports, audit reviews, and journal entry vouchers, and other related accounting procedures.</p>	SLSU - JGE Tagkawayan Campus (Accounting)
8	Administrative Officer II	SLPCB-ADOF2-16-2022	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p>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.</p>	SLSU - JGE Tagkawayan Campus (MIS-ICT)

7	Guidance Counselor I	SLPCB-GUIOC1-1-2001	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)
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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 April 1, 2024.

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, RPh
OIC, Human Resource Management Office
Southern Luzon State University - Ermy Kulapi Lucban, Quezon
slsurecruitmentandteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC Form 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:

GINO A. CABRERA, RPh
HRMO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plan/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer (I)	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 April 1, 2024.

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, RPh
HRMO, Human Resource Management Office
Southern Luzon State University - Brgy. Kutapi Lucban, Quezon
vsrecruitment.noncontracting@gmail.com

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Republic of the Philippines
SOUTHERN LIZON STATE UNIVERSITY
Regional Office - Division of Technical Education

THE CIVIL SERVICE COMMISSION (CSC)

We hereby request the inclusion of the following vacant positions, which are included in the SMOI, in the SOUTHERN LIZON STATE UNIVERSITY in the CSC -

NAME: MR. A. CARSTEN, JR.
 TITLE: HEAD
 DATE: March 22, 2018

Applicant's name as shown in the CSC Form No. 9

No.	Position Title (Classification)	Position Item No.	Salary Range	Grade	Education	Training	Experience	Specialization	Eligibility	Competency	Competency (if applicable)	Remarks
1	Administrative Officer IV	SLSPS-ADORA-15-2023	25 000-30 000	15	College Degree	1 year of training	1 year of experience	None	Eligible	Competency	Competency (if applicable)	Position is vacant as of March 22, 2018.
2	Administrative Officer II	SLSPS-ADORA-15-2023	17 000-21 000	11	College Degree	1 year of training	1 year of experience	None	Eligible	Competency	Competency (if applicable)	Position is vacant as of March 22, 2018.

Applicant's name as shown in the CSC Form No. 9

1. Any unaccomplished Personal Data Sheet (PDS) with recent passport-sized picture (PS) Form No. 212, Revised (11) which can be downloaded at www.csc.gov.ph.

2. Photocopy of certificate of eligibility/endorsement and

3. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are invited to send in or send through messenger their application to:

MR. A. CARSTEN, JR.
 HEAD
 DIVISION OF TECHNICAL EDUCATION
 SOUTHERN LIZON STATE UNIVERSITY
 Division Office - Division of Technical Education

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Second copy to be submitted to the CSC PO Unit to a MS Email address

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

GINO A. CABRERA, RPM
HRMO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Position Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Project Development Officer II	SLPCB-PDO2-23-2022	15	36819	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledge and skills in planning, managing, and implementing infrastructure and other development projects of a university. Ability and skills in GIS and strong organizational and communication skills.	SLSU Main Campus - Office of the President - Project Management Unit/ Planning and Development Office
2	Project Development Officer I	SLPCB-PDO1-23-2022	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. strong organizational and communication skills.	SLSU Main Campus - Office of the President - Project Management Unit/ Planning and Development Office

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 April 1, 2024.

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/training/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
DIC, Human Resource Management Office
Southern Luzon State University - Binay, Kung'uok, Luban, Quezon
sluuniversity1.net@slsu.org.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC PO 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. CARRERA, RPh
HRMO

Date: **March 22, 2024**

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 (II)	SLPCB-ADOF3-21-2022	14	35843	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

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 April 1, 2024.

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/training/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. CARRERA, RPh
OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kalapi Lucban, Cuzon
hrm@slsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be uploaded to the CSC PG Portal at www.csc.gov.ph

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 CAC webpages.

DR. GIL A. CARRERA, RPh

HRMO

Date: March 22, 2024

No	Position Title (Parenthetical Title, if applicable)	Position Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Planning Officer II	SLPCB-PL02-32-2022	15	36618	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	27000	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

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 April 1, 2024:

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/training/leave; and
4. Photocopy of Transcript of Records.

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

DR. GIL A. CARRERA, RPh
DIC, Human Resource Management Office
Southern Luzon State University - Baty, Kungu, Lucena, Quezon
hrmo@slsu.edu.ph

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Electronic copy to be submitted to the CSC PD 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 C.S.C. website

GINO A. CABRERA, RPh

HRMO

Date: March 22, 2024

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	Board Secretary I	SLPCB-BS1-48-2022	14	33843	Secretary'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; Strong organizational skills, time management skills, and ability to maintain confidentiality.	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 April 1, 2024.

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/training/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, RPh

Off. Human Resource Management Office

Southern Luzon State University - Brgy. Kalsapi Lucban, Quezon

hrmo@slsu.edu.ph; gcabrera@slsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Transparency is for submitted to the CSC-AP website at 103 EDSA

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 amount of _____ PPM

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Paralelism No.	Salary Job Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Legal Assistant I	SLPCB-LEA3-35-2022	14	33643	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	8 hours of training relevant to legal work, such as legal ethical, 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. Knowledge of legal terminology to conduct basic legal research, including statutory, case law, legal references, and cite sources to assist attorneys in analyzing legal issues. Understand and prepare legal documents such as contracts, agreements, statements of claim, legal motions, and affidavits.	SLSU Main Campus - Office of the President - Legal Unit
2	Legal Assistant II	SLPCB-LEA3-34-2022	12	29140	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	4 hours of training relevant to legal work, such as legal ethical, 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 references, 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.	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 April 1, 2024

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 official recordkeeping and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through couriers their application to

RUFO A. CARRERA, RPh
CSC Human Resource Management Office
Southern Luzon State University - Bay, Marikina, Quezon
hrm@slsu.edu.ph

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Electronic copy to be submitted to the CSC PD 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, RPh
HRMO

Date: **March 22, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plan/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor II	SLPCB-IAUD2-38-2022	15	38619	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	SLPCB-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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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, RPh
OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kulpapi Lucban, Quezon
hrrecruitment.northeastluzon@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)

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

GINO A. CABRERA, RPh
HRMSO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plan/Job Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Information Officer II	SLPCB-INFO2-41-2022	15	35515	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. Strong leadership, organizational, and problem-solving skills for managing a wide range of media contacts and campaigns.	SLSU Main Campus - Office of the President - Information Unit
2	Information Officer I	SLPCB-INFO1-40-2022	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. Strong leadership, organizational, and problem-solving skills for managing a wide range of media contacts and campaigns.	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 April 1, 2024.

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3. Photocopy of certificate of eligibility/rating/icenser; and
4. Photocopy of Transcript of Records.

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

GINO A. CABRERA, RPh
OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Magsaysay, Quzon
slsugovernmentcontracting@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC PO, email to hr@cs.gov.ph

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 w/

GINO A. CABRERA, RPh
 HRMSO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plaza 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-INFOA2-44-2022	10	36672	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-INFOA1-43-2022	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

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 April 1, 2024.

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- Performance rating in the last rating period (if applicable);
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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GINO A. CABRERA, RPh
 OIC, Human Resource Management Office
 Southern Luzon State University - City, Marikina, Luzon, Quezon
hr@cs.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Enclosed copy to be submitted to the CSC HQ 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 CS

GINO A. CABRERA, RPM
 HRMO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Position Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV	SLPCB-AOOF4-20-2022	15	36819	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Good understanding and skills related to HR operations and knowledge of labor legislation in the government. Knowledge about the CSC rules particularly the 2017 DRA-DHRA.	SLSU Main Campus - Human Resource Management Unit
2	Administrative Officer II	SLPCB-AOOF2-17-2022	11	27000	Bachelor's degree relevant to the job	None Required	None Required	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 DRA-DHRA.	SLSU Main Campus - Human Resource Management Unit

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GINO A. CABRERA, RPM
 OIC, Human Resource Management Office
 Southern Luzon State University - San Jose, Marikina City, Quezon
hrm@slsu.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 filed, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC web-


GINO A. CABRERA, RPh
HRMO

Date: March 22 2024

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					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; Skills in occupational safety and health.	SLSU Main Campus - General Services/ Physical Plant and Facilities Unit

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GINO A. CABRERA, RPh
OIC, Human Resource Management Office
Southern Luzon State University - Bay, Kulan, Lucban, Quezon
hrrecruitmentandteaching@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

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plan/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-ADCF3-19-2022	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

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GINO A. CABRERA, RPM
D/C, Human Resource Management Office
Southern Luzon State University - Brgy. Kulan, Lucban, Quezon
sluhrs@slsu.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)

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GINO A. CABRERA, RPM
HRMO

Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planfile Item No	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	SLPCB-ADOF4-21-2022	15	38619	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-ADOF2-19-2022	11	27000	Bachelor's degree relevant to the job	None Required	None Required	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

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OIC, Human Resource Management Office

Southern Luzon State University - Bay, Kulanjan, Quezon

hrmanagement@csu.edu.ph

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Request for Publication of Vacant Positions

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HRMO

Date: March 22, 2024

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant II	SLPCB-A2-20-2022	18	39672	Bachelor's Degree in Commerce/ 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 CDA circulars; Working knowledge of the preparation of general journals and trial balances, periodical financial reports, audit reviews, and Journal entry vouchers for general journals.	SLSU Main Campus - Accounting Unit
2	Administrative Officer II	SLPCB-ADOF2-18-2022	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) (Second Level) Eligibility	Skills in bookkeeping and accounting procedures; Competency in MS Office, databases and accounting software; Accuracy and attention to detail	SLSU Main Campus Accounting Unit

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 OIC, Human Resource Management Office
 Southern Luzon State University - Brgy. Kutang, Lubao, Quaison
 011-922-0201; 0920-8242000

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