



## NOTICE OF VACANT POSITIONS For Non-Teaching

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

**No. of Vacancies/Item/SG:** College Administrator SG - 25  
**Item Title Nos.:** SLPCB-CAD1-1-2003  
**Place of Assignment:** SLSU - JGE Tagkawayan Campus

**Minimum Qualifications:**

**Education:** Bachelor's degree  
**Experience:** 3 years supervisory experience  
**Training:** None Required  
**Eligibility:** Career Service Executive Eligibility/ Career Executive Service  
**Competency:** Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development of satellite campuses.

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

**Minimum Qualifications:**

**Education:** Master's degree or Certificate in Leadership and Management from the CSC  
**Experience:** 4 years of supervisory and management  
**Training:** 24 hours of supervisory/management learning and development intervention  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility  
**Competency:** Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development.



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

**Minimum Qualifications:**

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

**No. of Vacancies/Item/SG:** Two (2) Supervising Administrative Officer SG - 22  
**Item Title Nos.:** SLPCB-SADOF-25-2022  
SLPCB-SADOF-26-2022  
**Place of Assignment:** SLSU Lucban Campus – (1) Administrative  
Division; and (2) Finance Division

**Minimum Qualifications:**

**Education:** Bachelor's degree relevant to the job  
**Experience:** 3 years of relevant experience  
**Training:** 16 hours of relevant training  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility  
**Competency:** Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial/administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.

**No. of Vacancies/Item/SG:** One (1) Information Technology Officer I SG - 19  
**Item Title Nos.:** SLPCB-ITO1-45-2022  
**Place of Assignment:** SLSU Lucban Campus – Office of the President  
ICT Unit

**Minimum Qualifications:**

**Education:** Bachelor's degree relevant to the job  
**Experience:** 2 years of relevant experience  
**Training:** 8 hours of relevant training  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility  
**Competency:** Strong knowledge in Search Engine Optimization, Layer 2 and Layer 3 Technologies and Protocols: VLANs, Ether channel, STP, PVSTP+, RSTP, MST, 802.1x; skills in technical scoping, on-site project implementations, web applications and





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programming languages such as HTML, CSS, JavaScript, JQuery and API's

No. of Vacancies/Item/SG: One (1) Accountant III SG - 19  
Item Title Nos.: SLPCB-A3-1-1998  
Place of Assignment: SLSU Lucban Campus

Minimum Qualifications:

Education: Bachelor's degree relevant to the job  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: RA 1080 (Certified Public Accountant)  
Competency: Strong knowledge and skills in government accounting and auditing rules and pertinent laws.

No. of Vacancies/Item/SG: SEVEN (7) Administrative Officer V SG- 18  
Item Title Nos.: SLPCB-ADOF5-21-2022  
SLPCB-ADOF5-22-2022  
SLPCB-ADOF5-23-2022  
SLPCB-ADOF5-24-2022  
SLPCB-ADOF5-20-2022  
SLPCB-ADOF5-2-2004  
SLPCB-ADOF5-3-2004  
Place of Assignment: SLSU Lucban Campus – (1) Office of the President-  
Quality Assurance Unit; (2) Human Resource  
Management Unit; (3) Records Unit; (4)  
Procurement Unit; (5) Cashier Office; (6) General  
Services/ PPF; (7) SLSU JGE- Tagkawayan

Minimum Qualifications:

Education: Bachelor's degree relevant to the job  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: Career Service (Professional)  
Second Level Eligibility  
Competency: Strong knowledge and skills in strategic  
planning, delivering effective reports and  
presentations, legal compliance, written and verbal  
communication, management and supervisory  
practices, interpersonal and organizational  
decision making, and organizational development  
in the area of assignment.

No. of Vacancies/Item/SG: One (1) Internal Auditor III SG - 18  
Item Title Nos.: SLPCB-IAUD3-39-2022  
Place of Assignment: SLSU Lucban Campus – Office of the President  
Internal Audit Unit

Minimum Qualifications:

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



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<b>Competency:</b>	<b>Second Level Eligibility</b> Strong knowledge and analytical skills on government accounting and auditing rules, regulations, and procedures; communication skills in oral, report writing, and presentation.
<b>No. of Vacancies/Item/SG:</b>	One (1) Information Officer III SG - 18
<b>Item Title Nos.:</b>	SLPCB-INFO3-42-2022
<b>Place of Assignment:</b>	SLSU Lucban Campus – Office of the President Information Unit
<b><u>Minimum Qualifications:</u></b>	
<b>Education:</b>	Bachelor's degree
<b>Experience:</b>	2 years of relevant experience
<b>Training:</b>	8 hours of relevant training
<b>Eligibility:</b>	Career Service (Professional) Second Level Eligibility
<b>Competency:</b>	Strong knowledge and skills on implementing and operating public information and education programs and strategies through TV, radio, and social media, and excellent communication skills.
<b>No. of Vacancies/Item/SG:</b>	One (1) Project Development Officer III SG - 18
<b>Item Title Nos.:</b>	SLPCB-PDO3-30-2022
<b>Place of Assignment:</b>	SLSU Lucban Campus – Office of the President Project Management Unit
<b><u>Minimum Qualifications:</u></b>	
<b>Education:</b>	Bachelor's degree relevant to the job
<b>Experience:</b>	2 years of relevant experience
<b>Training:</b>	8 hours of relevant training
<b>Eligibility:</b>	Career Service (Professional) Second Level Eligibility
<b>Competency:</b>	Strong knowledge and skills on proposal preparation, budgeting, implementation, monitoring, and evaluation of infrastructure/development projects of the university.
<b>No. of Vacancies/Item/SG:</b>	One (1) Planning Officer III SG - 18
<b>Item Title Nos.:</b>	SLPCB-PLO3-33-2022
<b>Place of Assignment:</b>	SLSU Lucban Campus – Office of the President Planning Unit
<b><u>Minimum Qualifications:</u></b>	
<b>Education:</b>	Bachelor's degree relevant to the job
<b>Experience:</b>	2 years of relevant experience
<b>Training:</b>	8 hours of relevant training
<b>Eligibility:</b>	Career Service (Professional) Second Level Eligibility
<b>Competency:</b>	Strong knowledge and skills in data gathering,





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analysis, and data management and their application to institutional, infrastructure, and development planning, organizing, delivering and monitoring of strategic priorities of the university.

**No. of Vacancies/Item/SG:** Registrar III SG - 18  
**Item Title Nos.:** SLPCB-R3-1-1998  
**Place of Assignment:** SLSU Lucban Campus - Office of the University Registrar

**Minimum Qualifications:**

**Education:** Bachelor's degree relevant to the job  
**Experience:** 2 years of relevant experience  
**Training:** 8 hours of relevant training  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility  
**Competency:** Strong knowledge and skills in data analysis and data management and their application to the higher education institution academic records.

**No. of Vacancies/Item/SG:** Guidance Counselor III SG - 13  
**Item Title Nos.:** SLPCB-GUIDC3-1-2001  
**Place of Assignment:** SLSU - JGE Tagkawayan Campus (Guidance, Counseling, and Testing Center)

**Minimum Qualifications:**

**Education:** Master's Degree in Guidance Counseling  
**Experience:** None Required  
**Training:** None Required  
**Eligibility:** RA 1080 (Registered Guidance Counselor)  
**Competency:** Skills and knowledge in counseling various types of clients and in different guidance activities and interventions.

**No. of Vacancies/Item/SG:** Administrative Officer I SG - 10  
**Item Title Nos.:** SLPCB-ADOF1-15-2022  
**Place of Assignment:** SLSU Lucban Campus – Cashier Office

**Minimum Qualifications:**

**Education:** Bachelor's degree relevant to the job  
**Experience:** None Required  
**Training:** None Required  
**Eligibility:** Career Service (Professional)  
Second Level Eligibility  
**Competency:** Skills and knowledge in cash management and cashiering in government; Strong attention to details, Dependability and trustworthiness.




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Applicants should **submit within ten (10) calendar days** from the date of its publication to the Human Resource Management Office at the 2<sup>nd</sup> Floor of SLSU Administration Building, Lucban, Quezon or at the HR Office Administration Building, SLSU-JGE Campus Brgy. Rizal, Tagkawayan Quezon hardcopies of 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**  
Head, HRMO

Approved by:

  
**FREDERICK T. VILLA, DT**  
University President

Date of Posting:

MAR 04 2024

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: March 4, 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	College Administrator	SLPCB-CAD1-1-2003	25	102690	Bachelor's Degree	None Required	3 years supervisory experience	Career Service Executive Eligibility/ Career Executive Service	Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development of satellite campuses.	SLSU-JGE Tagkawayan Campus
2	Chief Administrative Officer	SLPCB-CADOF-27-2022	24	90,078	Master's degree or Certificate in Leadership and Management from the CSC	24 hours of supervisory/management learning and development intervention	4 years of supervisory and management	Career Service (Professional) Second Level Eligibility	Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development.	SLSU Lucban Campus - Administrative Division
3	Attorney IV	SLPCB-ATY4-36-2022	23	80,003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)	Advanced knowledge and skills in analyzing legal matters concerning university operations and integrity in the practice of profession.	SLSU Lucban Campus - Office of the President Legal Unit

4	Supervising Administrative Officer	SLPCB-SADOF-25-2022	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced knowledge and skills on pertinent rules and regulations pertaining to the administrative operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.	SLSU Lucban Campus - Administrative Division
5	Supervising Administrative Officer	SLPCB-SADOF-26-2022	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced knowledge and skills on pertinent rules and regulations pertaining to the financial operations of the university, oral and written communication, problem solving and analytical approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision making, and organizational development.	SLSU Lucban Campus - Finance Division
6	Information Technology Officer I	SLPCB-ITO1-45-2022	19	51,357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge in Search Engine Optimization, Layer 2 and Layer 3 Technologies and Protocols: VLANs, Ether channel, STP, PVSTP+, RSTP, MST, 802.1x; skills in technical scoping, on-site project implementations, web applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's	SLSU Lucban Campus - Office of the President ICT Unit
7	Accountant III	SLPCB-A3-1-1998	19	51,357	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	Strong knowledge and skills in government accounting and auditing rules and pertinent laws.	SLSU Lucban Campus



8	Administrative Officer V	SLPCB-ADOF5-21-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - Office of the President-Quality Assurance Unit
9	Administrative Officer V	SLPCB-ADOF5-22-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - Human Resource Management Unit
10	Administrative Officer V	SLPCB-ADOF5-23-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - Records Unit
11	Administrative Officer V	SLPCB-ADOF5-24-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - Procurement
12	Administrative Officer V	SLPCB-ADOF5-3-2004	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - Cashier Office

13	Administrative Officer V	SLPCB-ADOF5-2-2004	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Lucban Campus - General Services/ PPF
14	Administrative Officer V	SLPCB-ADOF5-20-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in strategic planning, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development in the area of assignment.	SLSU Tagkawayan
15	Internal Auditor III	SLPCB-IAUD3-39-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and analytical skills on government accounting and auditing rules, regulations, and procedures; communication skills in oral, report writing, and presentation.	SLSU Lucban Campus - Office of the President Internal Audit Unit
16	Information Officer III	SLPCB-INFO3-42-2022	18	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills on implementing and operating public information and education programs and strategies through TV, radio, and social media, and excellent communication skills.	SLSU Lucban Campus - Office of the President Information Unit
17	Project Development Officer III	SLPCB-PDO3-30-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills on proposal preparation, budgeting, implementation, monitoring, and evaluation of infrastructure/ development projects of the university.	SLSU Lucban Campus - Office of the President Project Management Unit
18	Planning Officer III	SLPCB-PLO3-33-2022	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in data gathering, analysis, and data management and their application to institutional, infrastructure, and development planning, organizing, delivering and monitoring of strategic priorities of the university.	SLSU Lucban Campus - Office of the President Planning Unit

19	Registrar III	SLPCB-R3-1-1998	18	46,725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Strong knowledge and skills in data analysis and data management and their application to the higher education institution academic records.	SLSU Lucban Campus - Office of the University Registrar
20	Guidance Counselor III	SLPCB-GUIDC3-1-2001	13	31,320	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)
21	Administrative Officer I	SLPCB-ADOF1-15-2022	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Skills and knowledge in cash management and cashiering in government; Strong attention to details; Dependability and trustworthiness.	SLSU - Lucban Campus - Cashier 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 March 14, 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](http://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**

Head, Human Resource Management Office

Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

[slsurecruitment.nonteaching@gmail.com](mailto:slsurecruitment.nonteaching@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**