



Human Resource  
Management Office

MEMORANDUM NO. 17, s. 2024

TO : **Successful Applicants for Non-Teaching positions  
(SG 11-17)**

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

APPROVED BY: **FREDERICK T. VILLA, DT**  
University President

SUBJECT : **Advisory on the Final List of Non-Teaching positions  
(SG 11-17)**

DATE : April 15, 2024

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1. In view of the result of the selection process conducted for the filling-up of vacant 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 Non-Teaching positions (SG 11-17)* is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as Annex "A";

1. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on May 3, 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;
- 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);



Human Resource  
Management Office

- o 2 pieces of 1x1 pictures; and
- o 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);
  - 3 copies of Oath of Office; and
  - Original Copies of Transcript of Records and Diploma (to be presented to the HRMO);
2. 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;
  3. 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;
  4. 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.
  5. Additionally, the schedule of Oathtaking will be announced in a later date; and
  6. 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 University President, it is hereby announced that the following applicants shall be appointed to the following positions, to wit:

<b>Planning Officer I</b> (Planning and Development Office)	<b>Anthony L. Empamano</b>
<b>Project Development Officer II</b> (Project Management Unit)	<b>Mark Kevin A. Makipagay</b>
<b>Project Development Officer I</b> (Project Management unit)	<b>Joel E. Morales</b>
<b>Information Systems Analyst II</b>	<b>Jedd Wilzon G. Borgonia</b>
<b>Information Systems Analyst I</b>	<b>John Rusty M. De Mesa</b>
<b>Legal Assistant II</b>	<b>Marjorie Ann D. Atienza</b>
<b>Internal Auditor I</b>	<b>Angelo V. Panganiban</b>
<b>Information Officer I</b>	<b>Sarah Mae R. Rivere</b>
<b>Board Secretary I</b>	<b>Jertrina P. Dator</b>
<b>Administrative Officer IV</b> (Budget Office)	<b>Emma O. Reyes</b>
<b>Administrative Officer II</b> (Budget Office)	<b>Rencel E. Mendoza</b>
<b>Administrative Officer IV</b> (Human resource Management Office)	<b>Julie-An G. Nacorda</b>
<b>Administrative Officer II</b> (Human Resource Management Office)	<b>Korina Mae C. Sales</b>

**Administrative Officer III**  
(General Services/PPF)

**Marlon S. Caballes**

**Administrative Officer IV**  
(HR-SLSU JGE Tagkawayan)

**Julius Xander P. Jacoba**

**Administrative Officer III**  
(Cashier- SLSU JGE Tagkawayan)

**Egelyn C. Barnedo**

**Administrative Officer III**  
(Quality Assurance- SLSU JGE Tagkawayan)

**Maria Cecille M. Monera**

**Administrative Officer II**  
(MIS-ICT- SLSU JGE Tagkawayan)

**Mary Grace T. Endaya**

*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:

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