



NOTICE OF VACANT POSITIONS For Non-Teaching

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

	Item No.	Position Title	SG
1	SLPCB-ADAS3-15-2022	Administrative Assistant III	9
2	SLPCB-ADA6-14-2022	Administrative Aide VI	6

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

Approved for posting:

FREDERICK T. VILLA, DT
University President

Date of Posting:

MAY 26 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: **May 24, 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	Administrative Assistant III	SLPCB-ADAS3-15-2022	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Strong communication and organizational skills; time and records management; Proficiency in MS Office; Attention to details 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 June 3, 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, Rpm

OIC, Human Resource Management Office

Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

slsurecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Administrative Aide VI	SLPCB-ADA6-14-2022	6	17553	Completion of 2 years studies in college	None required	None required	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.	SLSU Alabat Campus/ Quality Assurance Unit

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