

### **NOTICE OF VACANT POSITIONS**

### For Non-Teaching

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

	Item No.	Position Title	SG
1	SLPCB-ADOF1-16-2022	Administrative Officer I	10
2	SLPCB-ADOF1-17-2022	Administrative Officer I	10
3	SLPCB-ADAS3-14-2022	Administrative Assistant III	9
4	SLPCB-ADAS3-16-2022	Administrative Assistant III	9
5	SLPCB-ADAS3-17-2022	Administrative Assistant III	9
6	SLPCB-ADAS3-18-2022	Administrative Assistant III	9
7	SLPCB-ADAS2-13-2022	Administrative Assistant II	8
8	SLPCB-ADAS2-14-2022	Administrative Assistant II	8
9	SLPCB-ADAS2-15-2022	Administrative Assistant II	8
10	SLPCB-ADAS1-10-2022	Administrative Assistant I	7
11	SLPCB-ADA6-1-2022	Administrative Aide VI	6
12	SLPCB-ADA6-2-2022	Administrative Aide VI	6
13	SLPCB-ADA6-9-2022	Administrative Aide VI	6
14	SLPCB-ADA6-10-2022	Administrative Aide VI	6
15	SLPCB-ADA6-11-2022	Administrative Aide VI	6
16	SLPCB-ADA6-12-2022	Administrative Aide VI	6
17	SLPCB-ADA6-13-2022	Administrative Aide VI	6
18	SLPCB-ADA6-15-2022	Administrative Aide VI	6
19	SLPCB-ADA6-16-2022	Administrative Aide VI	6
20	SLPCB-ADA6-17-2022	Administrative Aide VI	6
21	SLPCB-ADA6-18-2022	Administrative Aide VI	6
22	SLPCB-ADA6-19-2022	Administrative Aide VI	6
23	SLPCB-ADA6-20-2022	Administrative Aide VI	6
24	SLPCB-ADA6-21-2022	Administrative Aide VI	6
25	SLPCB-ADA6-22-2022	Administrative Aide VI	6
26	SLPCB-ADA6-23-2022	Administrative Aide VI	6
27	SLPCB-ADA6-24-2022	Administrative Aide VI	6
28	SLPCB-ADAS3-13-2022	Administrative Assistant III	9
29	SLPCB-ADAS2-10-2022	Administrative Assistant II	8
30	SLPCB-ADAS2-11-2022	Administrative Assistant II	8
31	SLPCB-ADAS2-12-2022	Administrative Assistant II	8
32	SLPCB-ADAS1-9-2022	Administrative Assistant I	7
33	SLPCB-ADA6-3-2022	Administrative Aide VI	6
34	SLPCB-ADA6-4-2022	Administrative Aide VI	6
35	SLPCB-ADA6-5-2022	Administrative Aide VI	6
36	SLPCB-ADA6-6-2022	Administrative Aide VI	6
37	SLPCB-ADA6-7-2022	Administrative Aide VI	6
38	SLPCB-ADA6-8-2022	Administrative Aide VI	6

Applicants should <u>submit within ten (10) calendar days</u> 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 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 0 6 2024

Electronic copy to be	submitted (0	the CSC FO	must be in MS	Excel formal

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 webs
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										ABRERA, RPm	
								Date:		May 6, 2024	
No.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly		<u></u> .	Qualifica	tion Standards			Place of Assignment
	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	
1	Administrative Assistant III	SLPCB-ADAS3-14-2022	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	Familiarity with book basic accounting pro Competency in MS applications.  Accuracy and attent	ocedures; Office	SLSU Main Campus  - Accounting Unit
2	Administrative Aide VI	SLPCB-ADA6-22-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility		kkeeping and ocedures; Office	SLSU Main Campus - Accounting 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 May 16, 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 Á. CABRERA, RPm							
OIC, Human Resource Management Office							
Southern Luzon State University - Brgy, Kulapi Lucban, Quezon							
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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	n the CSC website:
We hereby request the publication of the following vacant positions, which are ballionized to be made	_

								Date:	GINU A. CABRERA, RPm HRMO May 6, 2024	
No.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly			Qualifica	tion Standards		Place of Assignment
I NO.	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Etigibility	Competency (if applicable)	
1	Administrative Assistant II	SLPCB-ADAS2-15-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	(Sub- Professional) First Level	Knowledge with bookkeeping and basic accounting procedures;  Competence in MS Office, databases and accounting software;  Accuracy and attention to detail	SLSU Main Campus - Budget Unit
2	Administrative Aide VI	SLPCB-ADA6-23-2022	6	17553	Completion of 2 years studies in college	None required	Nane required	Career Service (Sub- Professional) First Level Eligibility	Familiarity with bookkeeping and bas accounting procedures;  Competence in MS Office, databases and accounting software;  Accuracy and attention to detail	- Budget Unit

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OIC, Human Resource Management Office								
Southern Luzon State University - Brgy, Kulapi Luchan, Quezon								
sisprecryitment.nonteaching@email.com								

Electronic copy to be submitted to the CSC FO must be in	n MS Excel forma

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to	to be filled, at the SOUTHERN LUZON STATE UNIVERSITY in the CSC website
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GINO A. CABRERA, RPm
HRMO
Date: May 6, 2024

No.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly			Qualifica	tion Standards	<u> </u>			
	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Assignment	
1	Administrative Aide VI	SLPCB-ADA6-16-2022	6		Completion of 2 years studies in college		None required	(Sub- Professional) First Level	Familiarity in cashie Competence in MS Accuracy and atten	Office;	SLSU Main Campus – Cashier Unit	

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sisurecruitment rionteachine@gmail.com							

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GINO A. CABRERA, RPm

HRMO

Date: May 6, 2024

- N	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly			Qualifica	tion Standards		Place of Assignment
No.	Title, if applicable)	i i i i i i i i i i i i i i i i i i i	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	SLPCB-ADAS2-13-2022	8		Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	(Sub- Professional) First Level Eligibility	Knowledge in Inspection and disposal Report writing skills, data analysis and management ability, proficiency in MS Office, organizational skills, attention to detail, and effective communication skills.	General Services/     Physical Plant and     Facilities Unit
2	Administrative Aide VI	SLPCB-ADA6-17-2022	6		Completion of 2 years studies in college	None required	None required		Proficient in Microsoft Office applications;  Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus  - General Services/ Physical Plant and Facilities Unit

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stsurecrumment.nonteagrung@gmail.com

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To: CIVIL SERVICE COMMISSION (CSC)

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GINO A. CABRERA, RPm
HRMO
Date: May 6, 2024

1 51-	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly		<u></u>	Qualifica	tion Standards		Place of
No.	Title, if applicable)	, iditing to it.	Job/ Pay		Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1		SLPCB-ADAS3-18-2022	9	21211	Completion of 2 years studies in college		relevant experience	(Sub- Professional) First Level Eligibility	Familiarity with HR operations in the government in accordance to CS rules.	SLSU Main Campus  – Human Resource  Management Unit
2	Administrative Aide VI	SLPCB-ADA6-18-2022	6		Completion of 2 years studies in college	None required		(Sub- Professional) First Level	Proficient in Microsoft Office applications;  Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus  – Human Resource  Management Unit

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CS Form No.	
Revised 2018	

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		BB

GINO A. CABRERA, RPm

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Date: May 6, 2024

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	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	
1	Administrative Aide VI	SLPCB-ADA6-2-2022	6	17553	Completion of 2 years studies in college	1		(Sub- Professional) First Level Eligibility	skills; Proficient in Micros Excellent organiza	soft Office;	SLSU Main Campus  - University and Board Secretary/ Office of the International Alumni Affairs

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Southern Luzon State University - Brgy, Kulapi Lucban, Quezon					
<u>slsurecryimment.nonteachina@amail.com</u>					

Electronic copy to be submitted to the CS	

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GINO A. CABRERA, RPm HRMO Date: May 6, 2024

Na.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly			Qualifical	ion Standards			Place of Assignment
""	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	_
1	Administrative Assistant III	SLPC8-ADAS3-17-2022	9		Completion of 2 years studies in college		relevant	(Sub- Professional) First Level Eligibility	Proficient in handling documents as well appointments and a Knowledge of the u and Google Suite; Skills in assisting the agency.	as scheduling activities; se of MS Office	SLSU Main Campus  - Office of the President
2	Administrative Aide VI	SLPCB-ADA6-1-2022	6		Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	Proficient in handling documents as well appointments and a Above-average known MS Office and Great attention to content of the content of th	as scheduling activities; owledge on the use loogle Suite;	SLSU Main Campus - Office of the President

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		GINO A. CABRERA, RPm									
	<del></del>	HRMO									
	Date:	May 6, 2024									
		Place of									
Position Title (Parenthetical Plantilla Item No. Salary/ Mi	Qualification Standards	Assignment									

No.	Position Title (Parenthetical	Plantilla Item No.	Şalary/	Monthly		<u></u>	Qualifica	tion Standards			Place of Assignment
	Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	
1	Administrative Assistant III	SLPCB-ADAS3-16-2022	9		Completion of 2 years studies in college		relevant experience	(Sub- Professional) First Level Eligibility	Familiarity with the Office of the VP for Financial Affairs; Excellent cral and communication skill Proficient in Micros Excellent organizal attention to details	Administrative and written is; off Office; ional skills with and accuracy;	SLSU Main Campus  Office of the Vice President for Administrative and Financial Affairs
2	Administrative Aide VI	SLPCB-ADA6-15-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	Good oral and writ skills; Proficient in Micros Can work individua team.	oft Office;	SLSU Main Campus  Office of the Vice President for Administrative and Financial Affairs

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	GINO A. CABRERA, RPm
	HRMO
Date:	May 6, 2024

No. Position Title (	Parenthetical Plantilla Item No.	Salary/	Monthly	<u> </u>		Qualificat	tion Standards			Place of Assignment
Title, if ap	4.0114104.04	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility		(if applicable)	CLCLI Moin Comput
1 Administrative	Aide VI SLPCB-ADA6-12-2022			Completion of 2 years studies in college		None required	(Sub- Professional) First Level Eligibility	Good oral and writter skills; Proficient in Microsof Excellent organizatio attention to detail and	it Office; nal skills with	SLSU Main Campus  - Office of the President Planning and Development Office

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	INO A. CABRERA,	
	INC A. CADICEIVA.	187 (18

GINO A CABRERA, RPm HRMO Date: May 6, 2024

No.	Position Title (Parenthetica)	Plantilla item No.	Salaryi	Monthly			Qualifica	ion Standards		415 15 blo	Place of Assignment
	Title, if applicable)		Job/ Pay	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	
1	Administrative Officer I	SLPC8-ADOF1-16-2022	Grade 10	23176	Bachelor's degree relevant to the job	None required		(Professional) Second Level Eligibility	Strong knowledge of procurement laws, practices, and procedure. Ability in sourcing, a management technicand awarding procedure for the procedure of the proced	xinciples, xinciples; upplier iques, and bidding dures; n and	SLSU Main Campus – Procurement Unit
2	Administrative Assistant I	SLPCB-ADAS1-10-2022	7	18620	Completion of 2 years studies in college	None required	None required	(Sub- Professional) First Level Eligibility	communication skill Familiarity with sou management techn Proficient in MS Off Accuracy and atten	rcing and supplier iques; lice; tion to details.	SLSU Main Campus - Procurement Unit  SLSU Main Campus
3	Administrative Aide VI	SLPCB-ADA6-19-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	Familiarity with the procurement office: Proficient in MS Of Accuracy and atter	i fice;	- Procurement Unit

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OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kulapi Luchan, Quezon

GINO A. CABRERA, RPm HRMO

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								Date:	<del></del>	May 6, 2024	
<u> </u>	Desired Title (Describedies)	1	Salaryl	Monthly	<u> </u>		Quali	fication Standar	ds		Disco of Assistances
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Place of Assignment
1	Administrative Aide VI	SLPCB-ADA6-13-2022	6		Completion of 2 years studies in college	None required	None required	1. ,	Familiarity with in other development university.  Proficient in MS (	nt projects of a	SLSU Main Campus – Office of the President - Project Management Unit/ Planning and Development Office

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		HRMO	
	Date:	May 6, 2024	

								Date:		May 6, 2024	
No.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Monthly		T-sising	Qualificati Experience	ion Standards Eligibility	Competency	(if applicable)	Place of Assignment
	Title, if applicable) Administrative Aide VI	SLPCB-ADA6-24-2022	Job/ Pay 6		Education Completion of 2 years studies in college	Training None required	None required	Career Service (Sub- Professional) First Level Eligibility	Attention to detail an skills;  Proficient in MS Office Knowledge and skills procedures and recommanagement.	d data entry ce; s in office ords	SLSU Catanauan Campus/ Information Unit
2	Administrative Aide VI	SLPCB-ADA6-11-2022	6		Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	Attention to detail an skills;  Proficient in MS Officent in MS office	ce; s in office	SLSU Gumaca Campus/ Legal Unit
3	Administrative Aide VI	SLPCB-ADA6-9-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	Attention to detail ar skills; Proficient in MS Offi Knowledge and skill procedures and recomanagement.	ce; s in office	SLSU Infanta Campus/ ICT Unit

4	Administrative Aide VI	SLPCB-ADA6-20-2022	6	Completion of 2 years studies in college	None required		(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 Tayabas Campus/ Records Unit
5	Administrative Aide VI	SLPCB-ADA6-10-2022	6	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 Tiaong Campus/ Internal Audit Unit
6	Administrative Aide VI	SLPCB-ADA6-8-2022	6	Completion of 2 years studies in college		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.	Office of the SLSU - JGE Tagkawayan in the Main Campus (Office of the Campus Coordinator)

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 May 16, 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 Luchan, Quezon
sisurecruitment.nonteaching@gmail.com

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

To: CIVIL SERVICE COMMISSION (CSC)

and the control of th	e.
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 websit	

authorized to be filled, at the 500 I HERN LOZON STATE ONLY.	
	GINO A. CABRERA, RPm
	HRMO
Date:	May 6, 2024

		r do le Al-	Coloni	Monthly	<del></del>		Qualifica	tion Standards			Place of
No.	Position Title (Parenthetical	Plantilla Item No.	Salary/	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Assignment
1	Title, if applicable) Administrative Assistant III	SLPCB-ADAS3-13-2022	Job/ Pay 9	21211		4 hours relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	Familiarity with bool basic accounting proceedings of Competency in MS applications.  Accuracy and attentions	Office	SLSU - JGE Tagkawayan Campus (Accounting - Bookkeeping)
2	Administrative Assistant II	SLPCB-ADAS2-10-2022	8		Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Eligibility	Proficient in process transactions, includ collection reports, re and vouchers issue disbursement report documentation of a	ing preparing daily eports of checks d, cash ts, and other similar kind.	SLSU - JGE Tagkawayan Campus (Disbursement)
3	Administrative Assistant II	SLPCB-ADAS2-11-2022	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	Skills on property control;  Familiarity with investment system of the s	entory ms and software; lies, equipment, ering and inventory ve, track, and	
4	Administrative Assistant II	SLPCB-ADAS2-12-2022	3	19744	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility		financial	SLSU - JGE Tagkawayan Campus (Budget)

			<del></del>	400201	Completion of	None required	None required	Career Service		SLSU - JGE
5	Administrative Assistant I	SLPCB-ADAS1-9-2022	7		Completton of 2 years studies   in college	unie redonan		(Sub- r Professional) First Level l Eligibility	management techniques; Proficient in MS Office; Accuracy and attention to details.	Tagkawayan Campus (Procurement)
6	Administrative Aide VI	SLPCB-ADA6-3-2022	6		Completion of 2 years studies in college	None required		(Sub- Professional) First Level Elìgibility	skills;  Proficient in MS Office;  Knowledge and skills in office procedures and records management.	SLSU - JGE Tagkawayan Campus
7	Administrative Aide VI	SLPCB-ADA6-4-2022	6		Completion of 2 years studies in college	None required		(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 - JGE Tagkawayan Campus
8	Administrative Aide VI	SLPCB-ADA6-5-2022	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.	SLSÜ - JGE Tagkawayan Campus
9	Administrative Aide VI	SLPCB-ADA6-6-2022	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 - JGE Tagkawayan Campus
10	Administrative Aide VI	SLPCB-ADA6-7-2022	6	1755	3 Completion of 2 years studie 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 - JGE Tagkawayan Campus

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 May 16, 2024.

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OIC, Human Resource Management Office										
Southern Luzon State University - Brgy, Kulapi Lucban, Quezon										
sisurecruitment.nonteachns@ളനപ്.com										

CS Form No. 9 Revised 2018

É	lectronic copy to be tubracted to the CSC FO most be in	MS	<b>Errol</b>	<b>JONN</b>

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

To: CIVIL S	ERVICE	COMMISSION	(CSC)
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Management the publication	of the following vecant positions, wh	ich ere authorized to be filled, a	i the SOUTHERN LUZON :	STATE UNIVERSITY in the C	SC website

Ve hereby request the publicati	on of the following vecant po	sitions, whi	ch ere aut	horized to be file	kd, at the SOUTH	ERN LUZON STA	HE UNIVERSIT	III DIG COC MEDZIG	٠	_
								GINO A. C	AUKERA, RPm	
									RMO	
							Dale:		May 6, 2024	
										Piece of
Position Title (Parenthetica)	Ptentilla Item No.	Salary	Monthly			Qualifica	tion Standards			Assignment
Title, if applicable)		Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	
dministrative Officer I	SLPCB-ADOF1-17-2022	10		Bachelor's degree relevent to the	None required	None required	(Professional)	Strong knowledge processes, supply management, and relationship management	allocation, contract aupplier	SLSU Main Campi - Supply and Property Management Unit

	Title, (f applicable)	1	Job/ Pary Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I	SLPCB-ADOF1-17-2022	10	•	Bachelor's degree relevent to the job	None required		Carear Service (Professional) Second Level Eligibility	Strong knowledge of procurement processes, supply allocation, contract management, and supplier relationship management.  Knowledge of inventory management systems and software;  Excellent negotiation, communication, and interpersonal skills.	SLSU Main Campus — Supply and Property Management Unit
2	Administrative Assistant ()	SLPCB-ADAS2-14-2022	Э		Completion of 2 years studies in college		1 year of relevant experience	(Sub- Professional) First Level Eligibility	Skills on properly custodianship: Familiarity with inventory management systems and software; Knowledge of supplies, equipment, and/or services ordering and inventory control; Know-how to receive, track, and distribute materials, supplies, and equipment.	Management Unit
3	Administrative Aide V:	SLPCB-ADA6-21-2022	8		Completion of 2 years studies in college	Nono required	None required	Career Service (Sub- Professiones) First Level Eligibility	Knowledge of supplies, equipment, and/or services ordering and inventory control;  Know-how to receive, track, and distribute materiels, supplies, and equipment;  Proficient In MS Office and record management.	SLSU Main Campus  - Supply and Property Management 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 May 16, 2024.

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