



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 **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:



Human Resource
Management Office

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, RPh
Head, HRMO

Approved for posting:


FREDERICK T. VILLA, DT
University President

Date of Posting:

MAY 06 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 6, 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-ADAS3-14-2022	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 bookkeeping and basic accounting procedures; Competency in MS Office applications. Accuracy and attention to detail.	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	Familiarity with bookkeeping and basic accounting procedures; Competency in MS Office applications. Accuracy and attention to detail.	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 A. CABRERA, Rpm

OIC, Human Resource Management Office

Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

sisrecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

CS Form No. 9
 Revised 2018

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 6, 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 II	SLPCB-ADAS2-15-2022	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	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	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with bookkeeping and basic accounting procedures; Competence in MS Office, databases, and accounting software; Accuracy and attention to detail	SLSU Main Campus - Budget 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 A. CABRERA, Rpm
 OIC, Human Resource Management Office
 Southern Luzon State University - Brgy. Kulapi Lucban, Quezon
slsurecruitment@onteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 2024

No.	Position Title (Paranthalical 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 Aide VI	SLPCB-ADA6-16-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity in cashiering; Competence in MS Office; Accuracy and attention to detail.	SLSU Main Campus – Cashier 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 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.

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 6, 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 II	SLPCB-ADAS2-13-2022	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	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.	SLSU Main Campus – General Services/ Physical Plant and Facilities Unit
2	Administrative Aide VI	SLPCB-ADA6-17-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Proficient in Microsoft Office applications; Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus – General Services/ Physical Plant and Facilities 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 A. CABRERA, Rpm

OIC, Human Resource Management Office

Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

slsurescruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III	SLPCB-ADAS3-18-2022	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 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	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Proficient in Microsoft Office applications; Excellent organizational skills with attention to detail and accuracy.	SLSU Main Campus – Human Resource 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.

- 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
slsugrecruitment.non-teaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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 Aide VI	SLPCB-ADA6-2-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Good oral and written communication skills; Proficient in Microsoft Office; Excellent organizational skills with attention to detail and accuracy; Can work individually and as part of a team.	SLSU Main Campus – University and Board Secretary/ Office of the International Alumni Affairs

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 Lucban, Quezon
slsurecruitment.honteachina@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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-ADAS3-17-2022	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	Proficient in handling important office documents as well as scheduling appointments and activities; Knowledge of the use of MS Office and Google Suite; Skills in assisting the head of office/ agency.	SLSU Main Campus – Office of the President
2	Administrative Aide VI	SLPCB-ADA6-1-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Proficient in handling important office documents as well as scheduling appointments and activities; Above-average knowledge on the use of MS Office and Google Suite; Great attention to details	SLSU Main Campus – Office of the President

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 Lucban, Quezon
slsu_recruitmentnonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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-ADAS3-16-2022	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 the functions of the Office of the VP for Administrative and Financial Affairs; Excellent oral and written communication skills; Proficient in Microsoft Office; Excellent organizational skills with attention to details 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 written communication skills; Proficient in Microsoft Office; Can work individually and as part of a team.	SLSU Main Campus – Office of the Vice President for Administrative and Financial Affairs

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 Lucban, Quezon
hrmrecruitment@nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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 Aide VI	SLPCB-ADA6-12-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Good oral and written communication skills; Proficient in Microsoft Office; Excellent organizational skills with attention to detail and accuracy.	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 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 Lucban, Quezon
slsurecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 8, 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 I	SLPCB-ADOF1-16-2022	10	23178	Bachelor's degree relevant to the job	None required	None required	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
2	Administrative Assistant I	SLPCB-ADAS1-10-2022	7	18620	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with sourcing and supplier management techniques; Proficient in MS Office; Accuracy and attention to details.	SLSU Main Campus – Procurement Unit
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 operations of a procurement office; Proficient in MS Office; Accuracy and attention to details.	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 May 15, 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. Kulepi Lucban, Quezon
Mobile: 09291 001146/09291 001147

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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 Aide VI	SLPCB-ADA6-13-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with infrastructure and other development projects of a university. Proficient in MS Office; Accuracy and attention to detail.	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 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 Lucban, Quezon
slsurecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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, RPr
HRMO

Date: May 6, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI	SLPCB-ADA6-24-2022	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 Catanauan Campus/ Information Unit
2	Administrative Aide VI	SLPCB-ADA6-11-2022	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 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 and data entry skills; Proficient in MS Office; Knowledge and skills in office procedures and records management.	SLSU Infanta Campus/ ICT Unit

4	Administrative Aide VI	SLPCB-ADA6-20-2022	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 Tayabas Campus/ Records Unit
5	Administrative Aide VI	SLPCB-ADA6-10-2022	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 Tiaong Campus/ Internal Audit Unit
6	Administrative Aide VI	SLPCB-ADA6-8-2022	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.	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 Lucban, Quezon
slsurecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 6, 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	Administrative Assistant III	SLPCB-ADAS3-13-2022	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 bookkeeping and basic accounting procedures; Competency in MS Office applications. Accuracy and attention to detail.	SLSU - JGE Tagkawayan Campus (Accounting - Bookkeeping)
2	Administrative Assistant II	SLPCB-ADAS2-10-2022	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	Proficient in processing client transactions, including preparing daily collection reports, reports of checks and vouchers issued, cash disbursement reports, and other documentation of a 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 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.	SLSU - JGE Tagkawayan Campus (Supply and Property)
4	Administrative Assistant II	SLPCB-ADAS2-12-2022	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	Familiarity in government budgeting, auditing, and other financial operations standards.	SLSU - JGE Tagkawayan Campus (Budget)

5	Administrative Assistant I	SLPCB-ADAS1-9-2022	7	18620	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Familiarity with sourcing and supplier management techniques; Proficient in MS Office; Accuracy and attention to details.	SLSU - JGE Tagkawayan Campus (Procurement)
6	Administrative Aide VI	SLPCB-ADA6-3-2022	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
7	Administrative Aide VI	SLPCB-ADA6-4-2022	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
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.	SLSU - 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	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

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 Lucban, Quezon

slsurecruitmentnonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted in the CSC FO 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, Rpm
HRMO

Date: **May 8, 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 Officer I	SLPCB-ADOF1-17-2022	10	23176	Bachelor's degree relevant to the job	None required	None required	Career 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 II	SLPCB-ADAS2-14-2022	8	18744	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 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.	SLSU Main Campus – Supply and Property Management Unit
3	Administrative Aide VI	SLPCB-ADA6-21-2022	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Knowledge of supplies, equipment, and/or services ordering and inventory control; Know-how to receive, track, and distribute materials, 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.

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
OIC, Human Resource Management Office
Southern Luzon State University - Brgy. Kalsipi Lucban, Quezon
(For Assignments/Registration Only)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.