



Human Resource
Management Office

MEMORANDUM NO. 36, s. 2024

TO : Successful Applicants for Non-Teaching (SG 10 to 23) positions

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 Successful Applicants for Successful Applicants for Non-Teaching (SG 10 to 22) positions

DATE : July 8, 2024

X-----X

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 (SG 10 to 22)** positions is hereby issued. A copy of which is hereto attached and made an integral part of this Memorandum as **Annex "A"** (Salary Grade 18 to 22) and **Annex "B"** (Salary Grade 10 to 15);
2. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on **July 22, 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, the date of signing shall be coordinated with HRMO);
- 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);



Human Resource Management Office

- 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);
 - 2 pieces of 1x1 pictures; and
 - 1 proof of Billing.

II. For **Promoted** Employees:

- 2 copies Personal Data Sheet (back-to-back print with actual photo, not scanned, the date of signing shall be coordinated with HRMO);
 - 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);
3. 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;
 4. 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;
 5. 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.
 6. Additionally, the schedule of Oathtaking will be announced in a later date; and
 7. For information and strict compliance.



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

NOTICE OF APPOINTMENT

By the powers of the Board of Regents, it is hereby announced that the following applicants shall be appointed to the following positions (Salary Grade 18 to 23), to wit:

Attorney IV

Gear G. Arellano

**Supervising Administrative Officer
Finance Division**

Maria Christine D. Absulio

Accountant III

Arnel T. Dellosa

**Administrative Officer V
(Quality Assurance)**

Sylvia S. Palmero

**Administrative Officer V
(Records Management)**

Eliza P. Beltran

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

Ronelito O. San Jose

**Administrative Officer V
(JGE Tagkawayan Campus)**

Sherrlyn U. Magdame

Internal Auditor III

Maritess O. Villa

Information Officer III

April Arianne A. De Leon

Project Development Officer III

Melvin A. Makipagay


Planning Officer III

Michelle I. Gensaya

Registrar III

Anabelle C. Emocling

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



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 (Salary Grade 10 to 15), to wit:

Administrative Officer IV
(Quality Assurance Office)

Arceli R. Obmerga

Administrative Officer II
(Quality Assurance Office)

Diana Elizabeth A. Reyes

Administrative Officer II
(Accounting Office)

Veronica C. Obien

Administrative Officer III
(Cashier's Office)

Venice Kay-Ann S. Oblenida

Administrative Officer III
(Procurement Office)

Rowena O. Palines

Administrative Officer I
(Cashier's Office)

Diana Monica B. Dalmacion

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