



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

Human Resource Management Office

**NOTICE OF VACANT POSITIONS
For Non-Teaching**

This Office hereby announces the following vacant positions (see attached CS Form No.9), to wit:

	Item No.	Position Title	SG
Southern Luzon State University – Main Campus			
1	SLPCB-A2-20-2022	Accountant II	16
2	SLPCB-IAUD2-38-2022	Internal Auditor II	15
3	SLPCB-INFO2-41-2022	Information Officer II	15
4	SLPCB-PLO2-32-2022	Planning Officer II	15
5	SLPCB-ADOF3-18-2022	Administrative Officer III	14
6	SLPCB-LEA3-35-2022	Legal Assistant III	14
7	SLPCB-ADOF1-6-2004	Administrative Officer I	10
8	SLPCB-ADA6-9-2004	Administrative Aide VI	6
SLSU Judge Guillermo Eleazar			
1	SLPCB-CAD1-1-2003	College Administrator I	25
2	SLPCB-A2-19-2022	Accountant II	16
3	SLPCB-ADOF4-18-2022	Administrative Officer IV	15
4	SLPCB-CL1-1-2024	College Librarian I	13
5	SLPCB-GUIDC3-1-2001	Guidance Counselor III	13
6	SLPCB-A1-1-2001	Accountant I	12
7	SLPCB-ADOF1-14-2022	Administrative Officer I	10
8	SLPCB-GUIDC1-1-2001	Guidance Counselor I	11
9	SLPCB-ADA4-17-2004	Administrative Aide IV	4

Applicants should **submit within ten (10) calendar days** from the date of its publication to the Human Resource Management Office on the 2nd Floor of the SLSU Administration Building, Lucban, Quezon, or at the HR Office Administration Building, SLSU Judge Guillermo Eleazar, 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

Noted:

ARVIN N. NATIVIDAD, DIT
Officer-in-Charge, Office of the Vice President
for Administrative and Financial Affairs

Approved for posting:

FREDERICK T. VILLA, DT
University President

Date of Posting:

JUL 17 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: July 17, 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	Accountant II	SLPCB-A2-20-2022	16	39672	Bachelor's Degree in Commerce/ Business Administration major in Accounting or BS Accountancy	4 hours relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting including COA circulars; Working knowledge of the preparation of general journals and trial balances, periodical financial reports, audit reviews, and Journal entry vouchers for general journals.	SLSU Main Campus – Accounting Unit
2	Internal Auditor II	SLPCB-IAUD2-38-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Understanding of the auditing process, procedures, and standards as well as government accounting.	SLSU Main Campus – Office of the President- Internal Audit Unit
3	Information Officer II	SLPCB-INFO2-41-2022	15	36619	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Technically proficient and digitally savvy in using social media platforms, analytics software, and web application technologies. Strong leadership, organizational, and problem-solving skills for managing a wide range of media contacts and campaigns.	SLSU Main Campus – Office of the President- Information Unit

4	Planning Officer II	SLPCB-PLO2-32-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Skills and knowledge in environmental planning, mapping, and modelling with excellent oral and written communication skills;</p> <p>Ability to undertake planning, monitoring and evaluation, research and development projects;</p> <p>Deep level of understanding of SUC operations.</p>	SLSU Main Campus – Office of the President- Planning and Development Office
5	Administrative Officer III	SLPCB-ADOF3-18-2022	14	33843	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Knowledgeable in document archiving and records management including digitalization;</p> <p>Familiarity with Republic Act No. 9470 and ISO 9001:2015 requirements;</p> <p>Strong organizational and communication skills.</p>	SLSU Main Campus – Records Unit
6	Legal Assistant III	SLPCB-LEA3-35-2022	14	33843	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional) Second Level Eligibility	<p>Excellent oral and written communication skills;</p> <p>Knowledge of legal terminologies to conduct basic legal research, including statutory, case law, legal references, and cite sources to assist attorneys in analyzing legal issues;</p> <p>Understand and prepare legal documents such as contracts, agreements, statements of claim, legal motions, and affidavits.</p>	SLSU Main Campus – Office of the President- Legal Unit

7	Administrative Officer I	SLPCB-ADOF1-6-2004	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Knowledgeable in document archiving and records management including digitalization; Familiarity with Republic Act No. 9470 and ISO 9001:2015 requirements; Strong organizational and communication skills.	SLSU Main Campus – Records Unit
8	Administrative Aide VI	SLPCB-ADA6-9-2004	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 - Business Affairs 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 July 27, 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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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	College Administrator I	SLPCB-CAD1-1-2003	25	102690	Master's Degree or Certificate in Leadership and Management from the CSC (CSC MC No.05, s. 2016)	120 hours of supervisory/ management learning and development intervention (CSC MC No.05, s. 2016)	5 years of supervisory/ management experience (CSC MC No.05, s. 2016)	Career Service (Professional)/ Second Level Eligibility (CSC MC No.05, s. 2016)	Advanced knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making, and organizational development of satellite campuses.	SLSU-JGE Tagkawayan Campus
2	Accountant II	SLPCB-A2-19-2022	16	39672	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting in the government including COA circulars; Skills in the preparation of general journals and trial balances, periodical financial reports, audit reviews, and journal entry vouchers, and other related accounting procedures.	SLSU - JGE Tagkawayan Campus (Accounting)

3	Administrative Officer IV	SLPCB-ADOF4-18-2022	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Good understanding of HR operations in the government and knowledge CSC rules including the 2017 ORA-OHRA; Remarkable conflict management and decision-making skills Ability to maintain confidentiality and ability in dealing with various types of people.	SLSU - JGE Tagkawayan Campus (HR)
4	College Librarian I	SLPCB-CL1-1-2024	13	31,320	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education / Arts major in Library Sciences	None Required	None Required	RA 1080 (Board Eligibility)	Skills and knowledge of principles and practices of library science and information services, current library systems, technologies and procedures.	SLSU - JGE Tagkawayan Campus (Library)
5	Guidance Counselor III	SLPCB-GUIDC3-1-2001	13	31,320	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Skills and knowledge in counseling various types of clients and in different guidance activities and interventions.	SLSU - JGE Tagkawayan Campus (Guidance, Counseling, and Testing Center)

6	Accountant I	SLPCB-A1-1-2001	12	29165	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	Understanding of relevant laws, rules, and regulations pertaining to internal controls, auditing, and accounting in the government including COA circulars; Skills in the preparation of general journals and trial balances, periodical financial reports, audit reviews, and journal entry vouchers, and other related accounting procedures.	SLSU - JGE Tagkawayan Campus (Accounting)
7	Administrative Officer I	SLPCB-ADOF1-14-2022	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 - JGE Tagkawayan Campus – Supply and Property Management Unit
8	Guidance Counselor I	SLPCB-GUIDC1-1-2001	11	27000	Master's Degree in Guidance Counseling	None required	None required	RA 1080 (Registered Guidance Counselor)	Skills and knowledge in counseling various types of clients and in different guidance activities and interventions.	SLSU - JGE Tagkawayan Campus (Guidance, Counseling, and Testing Center)
9	Administrative Aide IV	SLPCB-ADA4-17-2004	4	15,586	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 - JGE Tagkawayan Campus

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