Human Resource
Management Office

MEMORANDUM NO. 54, s. 2024

TO : **Successful Applicant for Accountant II position**

FROM : **GINO A. CABRERA, RPm**
Head, Human Resource Management Office
Secretariat, HRMSPB

APPROVED BY: **FREDERICK T. VILLA, DT**
University President

SUBJECT : **Advisory on the Successful Applicant for Accountant II position**

DATE : September 19, 2024

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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 notice of appointment for the successful applicant for Accountant II position*** is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as **Annex "A"**;

2. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on **October 4, 2024**, in compliance with the Civil Service Commission requirements for attestation, to wit:
   - 3 copies Personal Data Sheet (back- to- back print with actual photo, not scanned);
   - 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);
   - 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.

3. It is hereby advised that the University reserves the right not to issue and process an 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 applicant 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 the posting of this Memorandum.

6. Additionally, the schedule of Oathtaking will be announced at 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 vested by the Board of Regents to the University President, it is hereby announced that the following applicant shall be appointed to the following positions, to wit:

Accountant II	**Catherine B. Barraga**

Anyone who feels aggrieved or would like to be clarified regarding this Notice may forward their inquiry/ complaint in writing through the HRMO within fifteen (15) days from the posting of this Notice.

GINO A. CABRERA, RPm
Head, HRMO and
Secretariat, HRMSPB

Approved by:

FREDERICK T. VILLA, DT
University President