



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-A3-1-1998	Accountant III	19
SLSU Judge Guillermo Eleazar			
2	SLPCB-GUIDC3-1-2001	Guidance Counselor III	13
3	SLPCB-A2-19-2022	Accountant II	16
4	SLPCB-A1-1-2001	Accountant I	12
5	SLPCB-GUIDC1-1-2001	Guidance Counselor I	11


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:
AUG 22 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: August 22, 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 III	SLPCB-A3-1-1998	19	53,873	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	Strong knowledge and skills in government accounting and auditing rules and pertinent laws.	SLSU Lucban Campus
2	Guidance Counselor III	SLPCB-GUIDC3-1-2001	13	32,870	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)
3	Accountant II	SLPCB-A2-19-2022	16	41616	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)

4	Accountant I	SLPCB-A1-1-2001	12	30705	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)
5	Guidance Counselor I	SLPCB-GUIDC1-1-2001	11	28512	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)

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 September 1, 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

 Head, Human Resource Management Office

 Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

slsurecruitmentnonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.