



Human Resource  
Management Office

MEMORANDUM NO. 64, s. 2024

TO : Successful Applicants for Non- Teaching positions  
(SG 4 - 15)

FROM : MARGARITA L. PLACINO, MPA  
Director, Human Resource Management Office  
Secretariat, HRMSPB

APPROVED BY: FREDERICK T. VILLA, DT  
University President

SUBJECT : Advisory on the Final List of Successful Applicants  
for Non-Teaching positions (SG 4 - 15)

DATE : November 14, 2024

X-----X

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 positions (SG 4 - 15)* is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as Annex "A" and "B";

1. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on November 25, 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);
- 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;



## Human Resource Management Office

- 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);
  - 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);
2. 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;
  3. 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;
  4. 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.
  5. Additionally, the schedule of Oathtaking will be announced in a later date; and
  6. 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:

<b>Information Officer II</b>	<b>JANE L. GARAY</b>
<b>Planning Officer II</b>	<b>JOYCE MALACAD</b>
<b>Administrative Officer III</b>	<b>RESUR REY V. DE OCAMPO</b>
<b>Administrative Officer I</b>	<b>MARIEL A. COSTALES</b>
<b>Administrative Aide VI</b>	<b>CHRISTOPHER R. LADINES</b>
<b>College Librarian I</b>	<b>MARIA CLARISSA S. ABUY</b>
<b>Administrative Officer I</b>	<b>EMILY C. CUETO</b>
<b>Administrative Aide IV</b>	<b>NOLI J. TACO</b>

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.

**MARGARITA L. PLACINO, MPA**  
Director, HRMO and  
Secretariat, HRMSPB

Approved by:

**FREDERICK T. VILLA, DT**  
University President