



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-ADOF3-20-2022	Administrative Officer III	14
2	SLPCB-A1-1-2001	Accountant I	12
3	SLPCB-EPS1-1-1998	Education Program Specialist I	12
4	SLPCB-CEDD1-1-1998	Crafts Education Demonstrator I	10
5	SLPCB-CEDD1-3-1998	Crafts Education Demonstrator I	10
6	SLPCB-CEDD1-4-1998	Crafts Education Demonstrator I	10
7	SLPCB-CEDD1-5-1998	Crafts Education Demonstrator I	10
8	SLPCB-ADAS2-24-2004	Administrative Assistant II	8
9	SLPCB-ADAS2-25-2004	Administrative Assistant II	8
10	SLPCB-ADA6-8-2004	Administrative Aide VI	6
11	SLPCB-ADA6-9-2004	Administrative Aide VI	6
SLSU Judge Guillermo Eleazar			
1	SLPCB-A2-19-2022	Accountant II	16
2	SLPCB-ADOF4-17-2004	Administrative Officer IV	15
3	SLPCB-ADOF4-18-2022	Administrative Officer IV	15
4	SLPCB-GUIDC3-1-2001	Guidance Counselor III	13
5	SLPCB-GUIDC1-1-2001	Guidance Counselor I	11
6	SLPCB-ADOF1-7-2004	Administrative Officer I	10
7	SLPCB-ADOF1-8-2004	Administrative Officer I	10

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.

MARGARITA L. PLACINO
Director, 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:
NOV 27 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:

MARGARITA L. PLACINO, MPA
DIRECTOR, HRMO

Date: November 27, 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	Administrative Officer III	SLPCB-ADOF3-20-2022	14	35,434.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable in monitoring activities pertaining to the installation or construction of pollution source and control facilities to ensure their compliance with the air, noise, and water quality standards; Willing to become Pollution Control Officer Skills in occupational safety and health.	SLSU Main Campus - General Services Office
2	Accountant I	SLPCB-A1-1-2001	12	30,705.00	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 Main Campus - Accounting Office

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3	Education Program Specialist I	SLPCB-EPS1-1-1998	12	30,705.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second level eligibility)	1.develop, coordinate, and monitor research initiatives and projects 2.collect, analyze, and interpret research data, including the preparation of detailed reports and presentations 3.prepare and disseminate research information among stakeholders 4.assist in the development, review, and implementation of Research and Development Agenda	SLSU Main Campus - Research Office (ORS)
4	Crafts Education Demonstrator I	SLPCB-CEDD1-1-1998	10	24,381.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second level eligibility)	1. Proficient in training or Project Development, Conceptualization, Implementation, Monitoring, and Evaluation 2. Excellent oral and written skills (both in English and Filipino) 3. Knowledgeable in government administrative processes and financial management 4. Good interpersonal skills (i.e. can communicate and coordinate with community association, public officials, and private sector leaders) 5. Preferably can formulate an extension project monitoring and evaluation scheme.	SLSU Main Campus - Extension Office

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)	
5	Crafts Education Demonstrator I	SLPCB-CEDD1-3-1998	10	24,381.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second level eligibility)	1. Proficient in training or Project Development, Conceptualization, Implementation, Monitoring, and Evaluation 2. Excellent oral and written skills (both in English and Filipino) 3. Knowledgeable in government administrative processes and financial management 4. Good interpersonal skills (i.e. can communicate and coordinate with community association, public officials, and private sector leaders) 5. Preferably can formulate an extension project monitoring and evaluation scheme.	SLSU Main Campus - ITTSO
6	Crafts Education Demonstrator I	SLPCB-CEDD1-4-1998	10	24,381.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second level eligibility)	1. Proficient in training or Project Development, Conceptualization, Implementation, Monitoring, and Evaluation 2. Excellent oral and written skills (both in English and Filipino) 3. Knowledgeable in government administrative processes and financial management 4. Good interpersonal skills (i.e. can communicate and coordinate with community association, public officials, and private sector leaders) 5. Preferably can formulate an extension project monitoring and evaluation scheme.	SLSU Main Campus - Production Office

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)	
7	Crafts Education Demonstrator I	SLPCB-CEDD1-5-1998	10	24,381.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second level eligibility)	1. Proficient in training or Project Development, Conceptualization, Implementation, Monitoring, and Evaluation 2. Excellent oral and written skills (both in English and Filipino) 3. Knowledgeable in government administrative processes and financial management 4. Good interpersonal skills (i.e. can communicate and coordinate with community association, public officials, and private sector leaders) 5. Preferably can formulate an extension project monitoring and evaluation scheme.	SLSU Main Campus - GAD Office
8	Administrative Assistant II	SLPCB-ADAS2-24-2004	8	20,534.00	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Familiar on government cashiering; Computer literate	SLSU Main Campus - Cashier's Office
9	Administrative Assistant II	SLPCB-ADAS2-25-2004	8	20,534.00	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Familiar on government cashiering; Computer literate	SLSU Main Campus (HRMO detailed at Cashier's Office)
10	Administrative Aide VI	SLPCB-ADA6-8-2004	6	18,255.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Excellent communication skills both oral and written; Computer literate	SLSU Main Campus - Budget Office
11	Administrative Aide VI	SLPCB-ADA6-9-2004	6	18,255.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Excellent communication skills both oral and written; Computer literate	SLSU Main Campus - Office of the Vice President

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Accountant II	SLPCB-A2-19-2022	16	41,616.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (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	SLSU JGE - Tagkawayan Campus (Accounting Office)
13	Administrative Officer IV	SLPCB-ADOF4-17-2004	15	38,413.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility	Preferably a graduate of BS Accountancy, Financial Management or any other related course; Familiar on government accounting and bugeting; With supervisory work experience; Computer literate	SLSU JGE - Tagkawayan Campus (Budget Office)
14	Administrative Officer IV	SLPCB-ADOF4-18-2022	15	38,413.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours relevant training	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 type of people.	SLSU JGE - Tagkawayan Campus (HRMO)
15	Guidance Counselor III	SLPCB-GUIDC3-1-2001	13	32,870.00	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
16	Guidance Counselor I	SLPCB-GUIDC1-1-2001	11	28,512.00	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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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17	Administrative Officer I	SLPCB-ADOF1-7-2004	10	24,381.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	With knowledge on archiving, disposal procedures and records management in the government; With supervisory work experience; Computer literate; Excellent communication skills both oral and written	SLSU JGE - Tagkawayan Campus (Records Office)
18	Administrative Officer I	SLPCB-ADOF1-8-2004	10	24,381.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably a graduate of Public Administration, Business Administration or any related courses; Knowledgeable about the Government Procurement Act (RA 9184); Excellent communication skills both oral and written	SLSU JGE - Tagkawayan Campus (Procurement 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 December 7, 2024.

1. Application letter (indicating the position applied for)
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized 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 training or seminars attended

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARGARITA L. PLACINO, MPA
 Dir., Human Resource Management Office
 Southern Luzon State University - Brgy. Kulapi Lucban, Quezon
 hrrecruitment@slsu-teaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

SOUTHERN LUZON STATE UNIVERSITY observes the "EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)".

All applicants are welcome to apply regardless of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, and indigenous cultural affiliation.