



SOUTHERN LUZON STATE UNIVERSITY

Human Resource Management Office



28, Administrative Building, SLSU, Luzon, Quezon, 5174038

(053) 540 4000

MEMORANDUM NO. 9, s. 2025

TO : Successful Applicants for Non- Teaching positions

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

APPROVED BY: FREDERICK T. VILLA, DT
University President

SUBJECT : Advisory on the Final List of Successful Applicants
for Non-Teaching positions

DATE : February 11, 2025

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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 Applicant for Non-Teaching position* is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as Annex "A";

1. Further, the successful applicant for the said position are hereby directed to submit the following documentary requirements to this Office on **February 21, 2025**, 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:
 - Pag-IBIG (MID) number;
 - PhilHealth number;
 - TIN number;
 - NBI clearance; and
 - Copy of Marriage Contract (if married)
- Landbank ATM Card Application Requirements:



SOUTHERN LUZON STATE UNIVERSITY

Human Resource Merit Selection and Promotion Board



2F, Administration Building, 5133, Lucban, Quezon PH 4128



(+63) 540-6808

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:

Education Program Specialist I (EPS I)	JEAN VENELIE G. RAGA
Crafts Education Demonstrator I (CED I) Extension Office	JAQUELYN D. MERJUDIO
Crafts Education Demonstrator I (CED I) GAD Office	JOYCE S. ANDRADE
Crafts Education Demonstrator I (CED I) Production Office	AERIEL GILBERT P. DIMARANAN
Crafts Education Demonstrator I (CED I) ITTSO	DONNA L. TOLENTINO
Administrative Officer III (General Services Office)	AIRAH MAE L. ALSOL
Administrative Assistant II (Cashier's Office)	CZARINA D. GUTIERREZ
Administrative Assistant II (Cashier's Office)	RACHELLE ANN T. LORICO
Administrative Aide VI (Office of the Vice President)	EVA BENLYN E. DALMACION
Administrative Officer IV (Tagkawayan Campus Budget Office)	MICHAEL JOHN M. ABAGAT
Administrative Officer I (Tagkawayan Campus Records Office)	PRINCESS JANE F. CARILLA

- 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.

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