



SOUTHERN LUZON STATE UNIVERSITY
Human Resource Management Office

NOTICE OF VACANT POSITIONS
For Non - Teaching

This Office hereby announces the following vacant positions, to wit:

POSITION TITLE : **COLLEGE ADMINISTRATOR**
NO. OF VACANCIES : 1
SG : 25
MONTHLY SALARY : 111,727.00
PLANTILLA ITEM NO. : SLPCB-CAD1-1-2003
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - ADMINISTRATION

MINIMUM QUALIFICATIONS:

EDUCATION : Master's degree or Certificate in Leadership and Management from the CSC
EXPERIENCE : 5 years of supervisory/management experience
120 hours of supervisory/management training/learning and development
TRAINING : intervention
ELIGIBILITY : Career Service Professional/Second Level Eligibility
COMPETENCY : Advance knowledge and skills in strategic planning and project management, delivering effective reports and presentations, legal compliance, written and verbal communication, management and supervisory practices, interpersonal and organizational decision making and organizational development of satellite campuses

POSITION TITLE : **CHIEF ADMINISTRATIVE OFFICER (ADMINISTRATIVE DIVISION)**
NO. OF VACANCIES : 1
SG : 24
MONTHLY SALARY : 98,185.00
PLANTILLA ITEM NO. : SLPCB-CADOF-27-2022
PLACE OF ASSIGNMENT : SLSU LUCBAN - ADMINISTRATIVE DIVISION

MINIMUM QUALIFICATIONS:

EDUCATION : Master's degree or Certificate in Leadership and Management from the CSC
EXPERIENCE : 4 years of supervisory/management experience
40 hours of supervisory/ management learning and development intervention
TRAINING :
ELIGIBILITY : Career Service Professional / Second Level Eligibility
COMPETENCY : Knowledgeable with COA, DBM and CSC rules and regulations; With excellent communication skills both oral and written

POSITION TITLE : **MEDICAL OFFICER III**
NO. OF VACANCIES : 1
SG : 21
MONTHLY SALARY : 70,013.00
PLANTILLA ITEM NO. : SLPCB-MDOF3-1-1998
PLACE OF ASSIGNMENT : SLSU LUCBAN - UHS Anticipated Vacancy

MINIMUM QUALIFICATIONS:

EDUCATION : Doctor of Medicine (M.D.) degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 – Physician's license
COMPETENCY : Managing clinical duties, shifts, emergencies, and health programs, conducting clinical studies, analyzing data, and preparing reports and understanding and enforcing public health laws and organizational procedures



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This Office hereby announces the following vacant positions, to wit:

POSITION TITLE : **ADMINISTRATIVE OFFICER V**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 51,304.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-3-2004
PLACE OF ASSIGNMENT : SLSU LUCBAN - BUDGET OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility
COMPETENCY : Familiar on government accounting and bugeting; With supervisory work experience; Computer literate

POSITION TITLE : **ADMINISTRATIVE OFFICER V**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 51,304.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-4-2004
PLACE OF ASSIGNMENT : SLSU LUCBAN - CASHIER OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility
COMPETENCY : Knowledgeable with COA, DBM and CSC rules and regulations; Proficient in oral and written communication skills; Proficient in MS Office (Word, Excel)

POSITION TITLE : **ADMINISTRATIVE OFFICER V**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 51,304.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-22-2022
PLACE OF ASSIGNMENT : SLSU LUCBAN - HRMO

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility
COMPETENCY : With at least 2 years of supervisory experience preferably in HR setting; With adequate knowledge in HR processes/ operations in SUCs

POSITION TITLE : **ADMINISTRATIVE OFFICER V**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 51,304.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-24-2022
PLACE OF ASSIGNMENT : SLSU LUCBAN - PROCUREMENT OFFICE



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MINIMUM QUALIFICATIONS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	2 years of relevant experience
TRAINING	:	8 hours of relevant training
ELIGIBILITY	:	Career Service (Professional) / Second-Level Eligibility
COMPETENCY	:	Knowledgeable about the Government Procurement Act (RA 9184); Excellent communication skills both oral and written
POSITION TITLE	:	INTERNAL AUDIT II
NO. OF VACANCIES	:	1
SG	:	15
MONTHLY SALARY	:	40,208.00
PLANTILLA ITEM NO.	:	SLPCB-IAUD2-38-2022
PLACE OF ASSIGNMENT	:	SLSU LUCBAN - INTERNAL AUDIT OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	1 year of relevant internal auditing experience
TRAINING	:	4 hours of training in internal auditing
ELIGIBILITY	:	Career Service (Professional) / Second-Level Eligibility
COMPETENCY	:	Exceptional skills in written and oral communication; Preferably with experience and trainings related to internal auditing in government agencies.
POSITION TITLE	:	ADMINISTRATIVE OFFICER III
NO. OF VACANCIES	:	1
SG	:	14
MONTHLY SALARY	:	37,024.00
PLANTILLA ITEM NO.	:	SLPCB-ADOF3-23-2004
PLACE OF ASSIGNMENT	:	SLSU LUCBAN - SUPPLY AND PROPERTY OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	1 year of relevant internal auditing experience
TRAINING	:	4 hours of training in internal auditing
ELIGIBILITY	:	Career Service (Professional) / Second-Level Eligibility
COMPETENCY	:	Knowledgeable in the Government Procurement Act (RA 9184); Computer literate; Excellent communication skills both oral and written; Good planning and numeracy skills.
POSITION TITLE	:	LEGAL ASSISTANT III
NO. OF VACANCIES	:	1
SG	:	14
MONTHLY SALARY	:	37,024.00
PLANTILLA ITEM NO.	:	SLPCB-LEA3-35-2022
PLACE OF ASSIGNMENT	:	SLSU LUCBAN - LEGAL OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION	:	Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses)
EXPERIENCE	:	1 year of experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
TRAINING	:	8 hours of training relevant to legal work such as legal, ethics, legal research and writing, or legal procedure
ELIGIBILITY	:	Career Service (Professional) / Second-Level Eligibility



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This Office hereby announces the following vacant positions, to wit:

COMPETENCY : Excellent written and verbal communication skills; Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet

POSITION TITLE : **ACCOUNTANT I**
NO. OF VACANCIES : 1
SG : 12
MONTHLY SALARY : 32,245.00
PLANTILLA ITEM NO. : SLPCB-A1-1-2001
PLACE OF ASSIGNMENT : SLSU LUCBAN - ACCOUNTING OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce or Business Admin major in Accounting
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY : With knowledge on government accounting; With work experience in government accounting; Computer literate

POSITION TITLE : **LIBRARIAN I**
NO. OF VACANCIES : 1
SG : 11
MONTHLY SALARY : 30,024.00
PLANTILLA ITEM NO. : SLPCB-LIB1-1-1998
PLACE OF ASSIGNMENT : SLSU LUCBAN - LIBRARY

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Library Science or Library & Information Science, or any bachelor's degree with a major in Library Science
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 – Librarian (licensed librarian)
COMPETENCY : Understanding of library science principles and practices, Familiarity with classification systems, Knowledge of reference and information services, Basic understanding of collection development and acquisitions

POSITION TITLE : **ADMINISTRATIVE OFFICER I**
NO. OF VACANCIES : 1
SG : 10
MONTHLY SALARY : 25,586.00
PLANTILLA ITEM NO. : SLPCB-ADOF1-14-2022
PLACE OF ASSIGNMENT : SLSU LUCBAN - GENERAL SERVICES OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility
COMPETENCY : Proficiency in office administration procedures, Knowledge of records management, archiving, and document tracking, Ability to prepare memoranda, reports, and official correspondence, Knowledge of building and equipment maintenance procedures, Coordination with maintenance staff and service providers, Ability to monitor cleanliness, safety, and operational status of physical facilities



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This Office hereby announces the following vacant positions, to wit:

POSITION TITLE : **AQUACULTURAL TECHNICIAN I**
NO. OF VACANCIES : 1
SG : 6
MONTHLY SALARY : 18,957.00
PLANTILLA ITEM NO. : SLPCB-AQT1-1-1998
PLACE OF ASSIGNMENT : SLSU ALABAT

MINIMUM QUALIFICATIONS:

EDUCATION : Completion of at least two years of college studies
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional / 1st Level
COMPETENCY : n/a

POSITION TITLE : **ADMINISTRATIVE AIDE VI**
NO. OF VACANCIES : 1
SG : 6
MONTHLY SALARY : 18,957.00
PLANTILLA ITEM NO. : SLPCB-ADA6-7-2004
PLACE OF ASSIGNMENT : SLSU LUCBAN - BUDGET OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Completion of at least two years of college studies
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional / 1st Level
COMPETENCY : Familiar on government budgeting; Computer literate

POSITION TITLE : **ACCOUNTANT II**
NO. OF VACANCIES : 1
SG : 16
MONTHLY SALARY : 43,560.00
PLANTILLA ITEM NO. : SLPCB-A2-19-2022
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - ACCOUNTING OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce or Business Admin major in Accounting
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY : With knowledge on government accounting; With work experience in government accounting; Computer literate

POSITION TITLE : **ADMINISTRATIVE OFFICER IV**
NO. OF VACANCIES : 1
SG : 15
MONTHLY SALARY : 40,208.00
PLANTILLA ITEM NO. : SLPCB-ADOF4-18-2022
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - BUDGET OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Professional / Second Level Eligibility



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This Office hereby announces the following vacant positions, to wit:

COMPETENCY	:	Familiar on government accounting and bugeting; With supervisory work experience; Computer literate
POSITION TITLE	:	ADMINISTRATIVE OFFICER IV
NO. OF VACANCIES	:	1
SG	:	15
MONTHLY SALARY	:	40,208.00
PLANTILLA ITEM NO.	:	SLPCB-ADOF4-17-2004
PLACE OF ASSIGNMENT	:	SLSU TAGKAWAYAN - HRMO

MINIMUM QUALIFICATIONS:

EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	1 year of relevant experience
TRAINING	:	4 hours of relevant training
ELIGIBILITY	:	Career Service Professional / Second Level Eligibility
COMPETENCY	:	With at least 1 year of supervisory experience preferably in HR setting; With adequate knowledge in HR processes/ operations in SUCs

POSITION TITLE	:	GUIDANCE COUNSELOR III
NO. OF VACANCIES	:	1
SG	:	13
MONTHLY SALARY	:	34,421.00
PLANTILLA ITEM NO.	:	SLPCB-GUIDC3-1-2001
PLACE OF ASSIGNMENT	:	SLSU TAGKAWAYAN

MINIMUM QUALIFICATIONS:

EDUCATION	:	Master's degree in Guidance and Counseling
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	RA 1080 (Guidance Counselor)
COMPETENCY	:	Skills and knpwlge in counselling various types of clients and in different guidance activities and interventions

POSITION TITLE	:	GUIDANCE COUNSELOR I
NO. OF VACANCIES	:	1
SG	:	11
MONTHLY SALARY	:	30,024.00
PLANTILLA ITEM NO.	:	SLPCB-GUIDC1-1-2001
PLACE OF ASSIGNMENT	:	SLSU TAGKAWAYAN

MINIMUM QUALIFICATIONS:

EDUCATION	:	Master's degree in Guidance and Counseling
EXPERIENCE	:	None required
TRAINING	:	None required
ELIGIBILITY	:	RA 1080 (Guidance Counselor)
COMPETENCY	:	Skills and knowledge in counselling various types of clients and in different guidance activities and interventions



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This Office hereby announces the following vacant positions, to wit:

Applicants should **submit within ten (10) calendar days** from the date of its publication to the Human Resource Management Office at the 2nd Floor of SLSU Administration Building, Lucban, Quezon or at the HR Office Administration Building SLSU- JGE Campus Brgy. Rizal, Tagkawayan, Quezon hardcopies of the following requirements:

1. 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:
 - * 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 seminar attended
 - * Work Experience Sheet (WES) CS Form No. 212

Applications with incomplete requirements shall not be entertained.

MARGARITA L. PLACINO, MPA
Director, HRMO

Recommending Approval:

ARVIN N. NATIVIDAD, DIT

Chairperson of the HR Merit, Selection and
Promotion Board for Non - Teaching Personnel

Approved by:

FREDERICK T. VILLA, DT
University President

Date of Posting

JUL 08 2025