



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 : **Accountant II**
NO. OF VACANCIES : **1**
SG : **16**
MONTHLY SALARY : **43,560.00**
PLANTILLA ITEM NO. : **SLPCB-A2-20-2022**
PLACE OF ASSIGNMENT : **SLSU LUCBAN - ACCOUNTING OFFICE**

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's Degree in Commerce/ Business Administration Major in Accounting
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY :

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

OCT 20 2025