

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the SOUTHERN LUZON STATE UNIVERSITY:

MARGARITA L. PLACINO, MPA
DIRECTOR, HRMO
Date: **FEBRUARY 2, 2026**

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	MEDICAL OFFICER III	SLPCB-MDOF3-1-1998	21	73,303.00	Doctor of Medicine (M.D.) degree	None required	None required	RA 1080 – Physician's license	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	SLSU LUCBAN - ADMINISTRATIVE UHS
2	LEGAL ASSISTANT III	SLPCB-LEA3-35-2022	14	38,764.00	Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	8 hours of training relevant to legal work such as legal, ethics, legal research and writing, or legal procedure	1 year of experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional / Second-Level Eligibility	Excellent written and verbal communication skills; Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the interne	SLSU LUCBAN - LEGAL OFFICE
3	ACCOUNTANT I	SLPCB-A1-1-2001	12	33,947.00	Bachelor's degree in Commerce or Business Admin major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)	With knowledge on government accounting; With work experience in government accounting; Computer literate	SLSU LUCBAN - ACCOUNTING OFFICE
4	ACCOUNTANT II	SLPCB-A2-19-2022	16	45,694.00	Bachelor's degree in Commerce or Business Admin major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	With knowledge on government accounting; With work experience in government accounting; Computer literate	SLSU TAGKAWAYAN - ACCOUNTING OFFICE
5	ADMINISTRATIVE OFFICER IV	SLPCB-ADOF4-18-2022	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	Familiar on government accounting and bugeting; Computer literate	SLSU TAGKAWAYAN - BUDGET OFFICE

6	ADMINISTRATIVE OFFICER IV	SLPCB-ADOF4-17-2004	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	With adequate knowledge in HR processes/ operations in SUCs	SLSU TAGKAWAYAN - HRMO
7	GUIDANCE COUNSELOR III	SLPCB-GUIDC3-1-2001	13	36,125.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Skills and knpwledge in counselling various types of clients and in different guidance activities and interventions	SLSU TAGKAWAYAN
8	GUIDANCE COUNSELOR I	SLPCB-GUIDC1-1-2001	11	31,705.00	Master's degree in Guidance & Counseling	None required	None required	RA 1080– Guidance Counselor eligibility	Skills and knpwledge in counselling various types of clients and in different guidance activities and interventions	SLSU TAGKAWAYAN

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than FEBRUARY 12, 2026

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
4. Hard copy or electronic copy of proof of eligibility/rating/license; and
5. Hard copy or electronic copy of Transcript of Records, Diploma, Certificate of Employment with actual duties and responsibilities and/or Job Description and Certificate of training or seminar attended.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

MARGARITA L. PLACINO, MPA

Dir., Human Resource Management Office

Southern Luzon State University - Brgy. Kulapi Lucban, Quezon

63-42-540-6608/ slsurecruitment.nonteaching@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.