



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 : **SUPERVISING ADMINISTRATIVE OFFICER**
NO. OF VACANCIES : 1
SG : 22
MONTHLY SALARY : 81,796.00
PLANTILLA ITEM NO. : SLPCB-SADOF-25-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Administrative Division

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 3 years of relevant experience
TRAINING : 16 hours of relevant training
ELIGIBILITY : Career Service (Professional)/ Second Level Eligibility
COMPETENCY : Advanced knowledge and skills regarding pertinent rules and regulations governing the administrative operations of the university; Strong oral and written communication, analytical and problem-solving approaches, planning and budgeting, management and supervisory practices, interpersonal and organizational decision-making, and organizational development.

POSITION TITLE : **ADMINISTRATIVE OFFICER V**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 53,818.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-24-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Procurement 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 : Strong knowledge and skills in strategic planning, legal compliance, and organizational development within the assigned area; Demonstrated proficiency in management and supervisory practices, interpersonal and organizational decision-making, and delivering effective reports and presentations. Exceptional written and verbal communication skills.

POSITION TITLE : **ADMINISTRATIVE OFFICER V (anticipated vacancy)**
NO. OF VACANCIES : 1
SG : 18
MONTHLY SALARY : 53,818.00
PLANTILLA ITEM NO. : SLPCB-ADOF5-5-2004
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Supply and Property 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 : Strong knowledge and skills in strategic planning, legal compliance, and organizational development within the assigned area; Demonstrated proficiency in management and supervisory practices, interpersonal and organizational decision-making, and delivering effective reports and presentations. Exceptional written and verbal communication skills.

POSITION TITLE : **ADMINISTRATIVE OFFICER IV**
NO. OF VACANCIES : 1
SG : 15
MONTHLY SALARY : 42,178.00
PLANTILLA ITEM NO. : SLPCB-ADOF4-21-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - 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
 COMPETENCY : Advanced knowledge of government budgeting, public auditing standards, and financial operations.

POSITION TITLE : **ADMINISTRATIVE OFFICER III**
 NO. OF VACANCIES : 1
 SG : 14
 MONTHLY SALARY : 38,764.00
 PLANTILLA ITEM NO. : SLPCB-ADOF3-19-2022
 PLACE OF ASSIGNMENT : SLSU Lucban Campus - Cashier's 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
 COMPETENCY : Comprehensive knowledge and skills in government cash management and public sector cashiering operations.

POSITION TITLE : **LEGAL ASSISTANT III**
 NO. OF VACANCIES : 1
 SG : 14
 MONTHLY SALARY : 38,764.00
 PLANTILLA ITEM NO. : SLPCB-LEA3-35-2022
 PLACE OF ASSIGNMENT : SLSU Lucban Campus - Office of the University & Legal Counsel

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job (i.e. 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
 COMPETENCY : Excellent written and verbal communication skills; Proficiency in core computer operations, including the Microsoft Office Suite (Word, Excel, PowerPoint) and internet-based applications; Strong digital literacy with the ability to efficiently utilize standard office software and online tools.

POSITION TITLE : **ACCOUNTANT I**
 NO. OF VACANCIES : 1
 SG : 12
 MONTHLY SALARY : 33,947.00
 PLANTILLA ITEM NO. : SLPCB-A1-1-2001
 PLACE OF ASSIGNMENT : SLSU Lucban Campus - Accounting Office

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce or Business Administration major in Accounting
 EXPERIENCE : None required
 TRAINING : None required
 ELIGIBILITY : RA 1080 (Certified Public Accountant)
 COMPETENCY : Comprehensive knowledge of government accounting principles and public sector financial frameworks; Proficient in computer operations, including standard office software and financial systems.

POSITION TITLE : **ADMINISTRATIVE OFFICER II**
 NO. OF VACANCIES : 1
 SG : 11
 MONTHLY SALARY : 31,705.00
 PLANTILLA ITEM NO. : SLPCB-ADOF2-18-2022
 PLACE OF ASSIGNMENT : SLSU Lucban Campus - Accounting Office

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
 EXPERIENCE : None required
 TRAINING : None required
 ELIGIBILITY : Career Service (Professional)/ Second Level Eligibility

COMPETENCY : Proficient in bookkeeping, accounting procedures, and financial record-keeping; Highly competent in Microsoft Office Suite, database management, and specialized accounting software; Strong attention to detail with a high level of accuracy in data entry and financial reporting.

POSITION TITLE : **PLANNING OFFICER I**
NO. OF VACANCIES : 1
SG : 11
MONTHLY SALARY : 31,705.00
PLANTILLA ITEM NO. : SLPCB-PLO1-31-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Planning Office

MINIMUM QUALIFICATIONS:
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional)/ Second Level Eligibility
COMPETENCY : Advanced knowledge and skills in environmental planning, mapping, and spatial modeling; Excellent oral and written communication skills with the ability to convey complex technical data effectively; Deep understanding of State Universities and Colleges (SUC) operations, administrative frameworks, and institutional mandates.

POSITION TITLE : **INTERNAL AUDITOR I**
NO. OF VACANCIES : 1
SG : 11
MONTHLY SALARY : 31,705.00
PLANTILLA ITEM NO. : SLPCB-IAUD1-37-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Office of the President - Internal Audit Unit

MINIMUM QUALIFICATIONS:
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional)/ Second Level Eligibility
COMPETENCY : Comprehensive understanding of public sector auditing processes, procedures, and statutory standards; Deep knowledge of government accounting principles, financial regulations, and public financial management

POSITION TITLE : **ADMINISTRATIVE ASSISTANT II (anticipated vacancy)**
NO. OF VACANCIES : 1
SG : 8
MONTHLY SALARY : 22,423.00
PLANTILLA ITEM NO. : SLPCB-ADAS2-15-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Budget Office

MINIMUM QUALIFICATIONS:
EDUCATION : Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-Professional)/ First Level Eligibility
COMPETENCY : Strong familiarity with bookkeeping, accounting procedures, and financial record-keeping; High competence in the Microsoft Office Suite, database management, and specialized accounting software; Exceptional accuracy and meticulous attention to detail in data entry and financial reporting.

POSITION TITLE : **ADMINISTRATIVE ASSISTANT I**
NO. OF VACANCIES : 1
SG : 7
MONTHLY SALARY : 20,914.00
PLANTILLA ITEM NO. : SLPCB-ADAS1-10-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Procurement Office

MINIMUM QUALIFICATIONS:
EDUCATION : Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-Professional)/ First Level Eligibility

COMPETENCY : Strong familiarity with strategic sourcing, vendor relations, and supplier management techniques; Proficient in the Microsoft Office Suite with the ability to efficiently manage spreadsheets, reports, and data; Exceptional accuracy and meticulous attention to detail in data entry, tracking, and documentation.

POSITION TITLE : **ADMINISTRATIVE AIDE VI**
NO. OF VACANCIES : 1
SG : 6
MONTHLY SALARY : 19,716.00
PLANTILLA ITEM NO. : SLPCB-ADAS6-24-2022
PLACE OF ASSIGNMENT : SLSU Lucban Campus / Catanauan Campus

MINIMUM QUALIFICATIONS:
EDUCATION : Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service
(Sub-Professional)/ First Level Eligibility
COMPETENCY : Exceptional attention to detail paired with fast and accurate data entry skills; Proficient in the Microsoft Office Suite (Word, Excel, PowerPoint) for administrative task management; Comprehensive knowledge and skills in modern office procedures, document control, and records management.

POSITION TITLE : **FARM WORKER 1**
NO. OF VACANCIES : 1
SG : 2
MONTHLY SALARY : 15,522.00
PLANTILLA ITEM NO. : SLPCB-FAWK1-2-1998
PLACE OF ASSIGNMENT : SLSU Lucban Campus - Production Services

MINIMUM QUALIFICATIONS:
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required (MC 11, s. 1996, Category III)
COMPETENCY : Proficient in performing foundational agricultural operations, including land preparation, planting, cultivation, and harvesting; Skilled in the proper operation and maintenance of various farm tools and equipment.

POSITION TITLE : **ACCOUNTANT II**
NO. OF VACANCIES : 1
SG : 16
MONTHLY SALARY : 45,694.00
PLANTILLA ITEM NO. : SLPCB-A2-19-2022
PLACE OF ASSIGNMENT : SLSU Tagkawayan Campus - Accounting Office

MINIMUM QUALIFICATIONS:
EDUCATION : Bachelor's degree in Commerce or Business Administration major in Accounting
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY : Comprehensive knowledge of government accounting principles and public sector financial frameworks; Proven work experience in government accounting and financial management.

POSITION TITLE : **GUIDANCE COUNSELOR I**
NO. OF VACANCIES : 1
SG : 11
MONTHLY SALARY : 31,705.00
PLANTILLA ITEM NO. : SLPCB-GUIDC1-1-2001
PLACE OF ASSIGNMENT : SLSU Tagkawayan Campus

MINIMUM QUALIFICATIONS:
EDUCATION : Master's degree in Guidance and Counseling
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Registered Guidance Counselor)
COMPETENCY : Comprehensive knowledge and skills in counseling diverse client; Proficient in designing, facilitating, and implementing a wide range of guidance activities and therapeutic interventions; Strong capability in assessing client needs and applying appropriate psychological or developmental frameworks to support client well-being.

Interested applicants must submit hard copies of the required documents **within ten (10) calendar days** from the date of its publication. Documents must be submitted to either of the following locations:

(1) Main Campus: Human Resource Management Office (HRMO), 2nd Floor, SLSU Administration Building, Quezon Avenue, Brgy. Kulapi, Lucban, Quezon;

(2) JGE Tagkawayan Campus: Human Resource Management Office (HRMO), SLSU JGE Campus, Brgy. Rizal, Tagkawayan, Quezon.

Please ensure the following documents are included in your submission, to wit:

1. Application letter addressed to the University President, Dr. Frederick T. Villa, indicating the specific position applying for and the specific office of assignment;
2. Fully accomplished digitally/electronically signed Personal Data Sheet (PDS) - *CS Form No. 212, (Revised 2025)*. This must include an attached Work Experience Sheet (WES) (*CS Form No. 212 H2*) and a recent, unfiltered passport-sized photo with handwritten name tag;
3. A copy of your performance rating for the last six (6) months. For **government employees**, this must be your most recent Individual Performance Commitment Review (IPCR) from your current position. For **non-government employees**, any official performance evaluation or appraisal form covering the same period is acceptable;
4. Duplicate copy of your Certificate of Eligibility, Professional License, or Board Examination Rating (if applicable);
5. **Certified True Copy** of the following:
 - * Transcript of Records;
 - * Diploma;
 - * Certificate of Employment with actual duties and responsibilities and/or job description;
 - * Certificate of Training or seminar attended.

Certified True Copies (CTC): *If your photocopies are stamped as "Certified True Copy," please bring the stamped copies along with the original documents for verification.*

Standard Photocopies: *If your photocopies do not have a CTC stamp, simply bring both the original documents and a regular photocopy so our team can perform the validation on-site.*

Online Trainings & Seminars: *For any virtual certificates submitted, please provide a summary list that includes the active verification or certificate links for our validation team.*

Note:

1. Applicants must provide a certification from their previous employer verifying a performance rating of at least a "Very Satisfactory" or higher for the most recent rating period;
2. Non-government employees must submit a certificate of Good Moral Character as certified by their

EEOP STATEMENTS:

1. Prioritization of pregnant women, lactating/breastfeeding mothers and differently able applicants/employees shall be ensured during the conduct of interview and exam;
2. Examination and interview of applicants with disability shall be administer through the assistance of Special Education Teachers from the College of Education;
3. During the interview, the HRMSPB members shall only ask questions related to selection criteria. Panelist may only ask questions about candidates' disability only in so far as to put the life of the person or their colleagues in danger.

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 requested to submit their application documents to the SLSU HRMO through the following methods:

In Person or via Courier: Ensure all documents are fully complete and include the necessary certifications.

Via Email: Send your files to slsurecruitment.nonteaching@gmail.com.

Note: Emailed applications establish your official submission date, but you will still be asked to provide a hard copy later.

MARGARITA L. PLACINO, MPA
CAO/Dir., Human Resource Management Office
Southern Luzon State University - Brgy. Kulapi Lucban, Quezon
63-42-540-6608/ slsurecruitment.nonteaching@gmail.com

Applications with incomplete requirements cannot be process at this time.

Prepared by:

MARGARITA L. PLACINO, MPA
CAO/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, DTech
University President

Date of Posting

JUN 18 2026