

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: October 21, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
1	ADMINISTRATIVE OFFICER V	SLPCB-ADOF5-15- 2026	18	53,818.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second-Level Eligibility	1. Demonstrates supervisory capability, performance management skills, and the capacity to develop and guide administrative personnel 2. Understands institutional directions and ensures administrative systems support University priorities and regulatory requirements 3. Possesses knowledge of government budgeting, procurement, and financial processes, and applies sound fiscal judgment and resource stewardship 4. Demonstrates systems thinking and the capacity to review, improve, and institutionalize administrative policies and procedures 5. Communicates clearly and professionally, fosters collaboration and productive working relationships 6. Upholds ethical standards, confidentiality, transparency, and commitment to public service	SLSU Lucban – Business Affairs Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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2	DORMITORY MANAGER III	SLPCB-DORMG3-18-2026	15	42,178.00	Bachelor's degree	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility	1. Demonstrates knowledge of the operations, administration, and management of the income-generating project, particularly in the hotel and dormitory sections 2. Sufficient capability to independently manage hotel and dormitory operations, including the implementation of policies and procedures, and demonstrates initiative and accountability 3. Advanced computer skills; 4. Very good written and oral communication; 5. Willingness to work beyond office hours; 6. Good interpersonal skills	SLSU BAO Lucban – Hotel and Dormitory Section
3	ADMINISTRATIVE OFFICER II	SLPCB-ADOF2-22-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	1. Technical skills in financial report preparation; 2. Knowledge in handling financial-related matters; 3. High level of attention to detail; 4. Good written and verbal communication; 5. Office software proficiency; 6. Willingness to work beyond office hours; 7. Good interpersonal skills	SLSU Lucban – Business Affairs Office
4	FOOD SERVICE SUPERVISOR II	SLPCB-FOSS2-21-2026	11	31,705.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	1. Demonstrates basic knowledge and skills in food and beverage preparation, handling and service, including proper portioning, presentation, and quality standards 2. Technical skills in inventory, food safety and operations; 3. Strong leadership and management; 4. Excellent customer service; 5. Very good written and oral communication; 6. Willingness to work beyond office hours; 7. Good interpersonal skills	SLSU BAO Lucban – Food and Beverage Section

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5	ADMINISTRATIVE OFFICER I	SLPCB-ADOF1-13-2026	10	26,917.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	1. Good accounting and cash management skills; 2. Knowledge of financial matters; 3. High attention to detail; 4. Good written and verbal communication; 5. Office software proficiency; 6. Willingness to work beyond office hours; 7. Good interpersonal skills	SLSU Lucban – Business Affairs Office
6	ADMINISTRATIVE ASSISTANT III	SLPCB-ADAS3-12-2026	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1. Good administrative and records management skills; 2. Good written and verbal communication; 3. Office software proficiency; 4. Willingness to work beyond office hours; 5. Good interpersonal skills	SLSU Lucban – Business Affairs Office – Sales and Marketing Section
7	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-11-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	SLSU Lucban – Business Affairs Office – Purchasing Section
8	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-12-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	SLSU Lucban – Business Affairs Office – Inventory Section
9	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-13-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	SLSU BAO Lucban – Printing Press Section

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10	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-14-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	SLSU Lucban – Business Affairs Office
11	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-15-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	SLSU Lucban – Business Affairs Office – Printing Press Section
12	HOUSEPARENT II	SLPCB-HP2-16-2026	6	19,716.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None required (MC10, s. 2013 - Cat .III)	1. Very good written and oral communication; 2. Willingness to work beyond office hours; 3. Good interpersonal skills	SLSU Lucban – Business Affairs Office – Dormitory Unit
13	HOUSEPARENT II	SLPCB-HP2-17-2026	6	19,716.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None required (MC10, s. 2013 - Cat .III)	1. Very good written and oral communication; 2. Willingness to work beyond office hours; 3. Good interpersonal skills	SLSU Lucban – Business Affairs Office – Hotel Unit
14	COOK II	SLPCB-COK2-20-2026	5	18,581.00	Elementary School Graduate	None required	None required	None required (MC10, s. 2013 - Cat .III)	1. Good at cleaning and maintaining kitchen premises; 2. Ability to prepare a wide variety of food items; 3. Creativity in packaging prepared food; 4. Workplace communication; 5. Teamwork; 6. Occupational health and safety	SLSU Lucban – Business Affairs Office – Kitchen Unit

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15	ADMINISTRATIVE AIDE IV	SLPCB-ADA4-3-2026	4	17,506.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Office software proficiency	SLSU Lucban – Business Affairs Office – Merchandise Section
16	COOK I	SLPCB-COK1-19-2026	3	16,486.00	Elementary School Graduate	None required	None required	None required (MC10, s. 2013 - Cat .III)	1. Good in cleaning and maintaining kitchen premises; 2. Workplace communication; 3. Teamwork; 4. Occupational health and safety	SLSU Lucban – Business Affairs Office – Kitchen Unit
17	UNIVERSITY EXTENSION SPECIALIST V	SLPCB-UEXSP5-28-2026	24	102,603.00	Master's Degree or Certificate in Leadership and Management from CSC	4 years in position/s involving management and supervision	40 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility	1) With at least 4 years of supervisory experience in community extension, Technology Transfer, or community development programs/projects and at least 15 personnel. 2) Proven track record in the development and implementation of Community Extension, Technology Transfer, and/or Community Development Programs/Projects funded by DOST or International Development Agencies. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies. 4) Preferably a graduate of Community Development, Extension Education, Rural Development, Social Work, Social Development, Development Studies, Development Management and Governance, or Agriculture Extension.	Extension Division

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18	UNIVERSITY EXTENSION SPECIALIST IV	SLPCB-UEXSP4-27- 2026	22	81,796.00	Bachelors degree relevant to the job	3 years of relevant experience	16 hours relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 3 years of supervisory experience in community extension, Technology Transfer, or community development programs/projects and at least 15 personnel. 2) Proven track record in the development and implementation of Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies. 4) Preferably Graduate or units in Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension, Development Communication	Extension Units
19	UNIVERSITY EXTENSION SPECIALIST III	SLPCB-UEXSP3-24- 2026	20	66,052.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension, technology transfer, community development programs/projects, and at least 10 personnel. 2) Proven track record in the development and implementation of Monitoring & Evaluation Frameworks for Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training in Project Monitoring and Evaluation; 4) Proficient in handling science-based information. 5) Preferably a graduate of Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension, and/or related discipline in the monitoring and evaluation field.	Monitoring and Impact Assessment Unit

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20	UNIVERSITY EXTENSION SPECIALIST III	SLPCB-UEXSP3-25- 2026	20	66,052.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension, technology transfer, community development programs/projects, and at least 10 personnel. 2) Proven track record in the development and implementation of Monitoring & Evaluation Frameworks for Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training in Project Monitoring and Evaluation; 4) Proficient in handling science-based information. 5) Preferably a graduate of Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension, and/or related discipline in the monitoring and evaluation field.	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office
21	UNIVERSITY EXTENSION SPECIALIST III	SLPCB-UEXSP3-26- 2026	20	66,052.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension, technology transfer, community development programs/projects, and at least 10 personnel. 2) Proven track record in the development and implementation of Monitoring & Evaluation Frameworks for Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training in Project Monitoring and Evaluation; 4) Proficient in handling science-based information. 5) Preferably a graduate of Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension, and/or related discipline in the monitoring and evaluation field.	Program Development, Resource Generation, and Information Dissemination Office

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22	UNIVERSITY EXTENSION SPECIALIST II	SLPCB-UEXSP2-20- 2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension, technology transfer, or community development programs/projects and at least 5 personnel. 2) Proven track record in the development and implementation of Monitoring & Evaluation Frameworks for Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has extensive training on Project Monitoring and Evaluation and Impact Assessment Studies 4) Proficient and effective in handling, managing, and interpreting science- based information. 5) Preferably a graduate or have units in Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension, Development Communication and/or related discipline in the monitoring and evaluation field.	Monitoring and Impact Assessment Unit

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23	UNIVERSITY EXTENSION SPECIALIST II	SLPCB-UEXSP2-21- 2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension, Technology Transfer, or community development programs/projects and at least 5 personnel. 2) Proven track record in the development and implementation of Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training in Community Development, Technology Transfer, and Community Extension implementation, and community engagement or partnership building. 4) Proficient in handling and managing science-based information. 5) Preferably a graduate or with units in Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension and/or related discipline on development project management.	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office

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24	UNIVERSITY EXTENSION SPECIALIST II	SLPCB-UEXSP2-22- 2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience in community extension or community development programs/projects and at least 5 personnel. 2) Proven track record in the development and implementation of Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training in Community Development, Technology Transfer, and Community Extension implementation, and community engagement or partnership building. 4) Proficient in handling and managing science-based information; 5) Preferably a graduate or with units in Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Agriculture Extension and/or related discipline in the monitoring and evaluation field.	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office

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25	UNIVERSITY EXTENSION SPECIALIST II	SLPCB-UEXSP2-23- 2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 2 years of supervisory experience on community extension or community development programs/projects and at least 5 personnel. 2) Proven track record in the development, formulation, and documentation of Community Extension, Technology Transfer, and/or Community Development Programs/Projects. 3) Has extensive training on Project Development, Knowledge Management, Knowledge Dissemination, Technology Transfer Protocols, and IEC materials preparation and production. 4) Proficient in handling and managing science-based information; 5) Preferably a graduate or units in Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Development Communication, Communication, Agriculture Extension and/or related discipline in the monitoring and evaluation field.	Program Development, Resource Generation, and Information Dissemination Office

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26	UNIVERSITY EXTENSION SPECIALIST I	SLPCB-UEXSP1-16- 2026	16	45,694.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 1 year of experience in formulating and implementing community extension or community development programs/projects. 2) Proven track record in the development, implementation, monitoring, and evaluation of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Monitoring and Impact Assessment Unit
27	UNIVERSITY EXTENSION SPECIALIST I	SLPCB-UEXSP1-17- 2026	16	45,694.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 1 year of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office

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28	UNIVERSITY EXTENSION SPECIALIST I	SLPCB-UEXSP1-18- 2026	16	45,694.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 1 year of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related discipline related to development	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office

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29	UNIVERSITY EXTENSION SPECIALIST I	SLPCB-UEXSP1-19- 2026	16	45,694.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 1 year of supervisory experience in community extension, technology transfer, or community development programs/projects and at least 5 personnel. 2) Proven track record in the development, formulation, and documentation of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has extensive training on Project Development, Knowledge Management, Knowledge Dissemination, and IEC materials preparation and production. 4) Proficient in handling and management of science-based information; 5) Preferably a graduate or units in Development Studies, Community Development, Extension Education, Rural Development, Social Work, Social Development, Development Communication, Communication, Agriculture Extension and/or related discipline in the monitoring and evaluation field.	Program Development, Resource Generation, and Information Dissemination Office

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30	UNIVERSITY EXTENSION ASSOCIATE I	SLPCB-UEXA1-12- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1) Preferably with at least 6 months of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Monitoring and Impact Assessment Unit
31	UNIVERSITY EXTENSION ASSOCIATE I	SLPCB-UEXA1-13- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1) Preferably with at least 6 months of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office

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32	UNIVERSITY EXTENSION ASSOCIATE I	SLPCB-UEXA1-14- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1) Preferably with at least 6 months of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Extension Program/Project Implementation, Technology Transfer, Community Engagement and Development Office
33	UNIVERSITY EXTENSION ASSOCIATE I	SLPCB-UEXA1-15- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1) Preferably with at least 6 months of experience in formulating and implementing community extension, technology transfer, or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension, technology transfer, and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development, or Agriculture Extension and other related disciplines related to development	Program Development, Resource Generation, and Information Dissemination Office

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34	ADMINISTRATIVE ASSISTANT III	SLPCB-ADAS3-11-2026	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1. Good administrative and records management skills; 2. Good written and verbal communication; 3. Office software proficiency; 4. Willingness to work beyond office hours; 5. Good interpersonal skills	Administrative Division
35	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-8-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	Director, Extension Center
36	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-9-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	Extension Division
37	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-10-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	Extension Units
38	ADMINISTRATIVE AIDE IV	SLPCB-ADA4-2-2026	4	17,506.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	Administrative Division

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39	UNIVERSITY EXTENSION ASSOCIATE II	SLPCB-UEXA2-29- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1) With at least 1 year of experience in formulating and implementing community extension or community development programs/projects. 2) Proven track record in the development, implementation, and monitoring of Community Extension and/or Community Development Programs/Projects. 3) Has partnered or collaborated with International/National Development Organizations and/or National Government Agencies; 4) Preferably a graduate of Community Development, Development Studies, Extension Education, Rural Development, Social Work, Social Development or Agriculture Extension and other related social science discipline related to development	SLSU - JGE Extension Office
40	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-21- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year experience in research 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	SLSU - JGE Research Office
41	UNIVERSITY RESEARCHER V	SLPCB-UNIR5-23- 2026	24	102,603.00	Master's Degree or Certificate in Leadership and Management from CSC	4 years in position/s involving management and supervision	40 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility	1. With at least four (4) years' experience in developing research and development programs and agenda 2. With peer-reviewed research publication/s in indexed databases (Scopus or Web of Science) 3. With research grant/s received from reputable external funding agencies	RESEARCH SERVICES/ITSSO/KMO/RDE Center/Laboratory - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
42	UNIVERSITY RESEARCHER IV	SLPCB-UNIR4-22-2026	22	81,796.00	Bachelors degree relevant to the job	3 years of relevant experience	16 hours relevant training	Career Service (Professional) Second Level Eligibility	1. With at least three (3) years' experience in supervising research and development projects and programs 2. Experience in peer-reviewed research publication, preferably in indexed databases (Scopus or Web of Science), and/or grant writing	RESEARCH SERVICES/ITSSO/KMO/RDE Center/Laboratory - SLSU Lucban
43	UNIVERSITY RESEARCHER II	SLPCB-UNIR2-20-2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least two (2) years' experience in leading research project proposal writing, implementation, dissemination, and/or technology transfer 2. Excellent technical communication and interpersonal skills 3. Experience in peer-reviewed research publication and/or grant writing is an advantage	RESEARCH SERVICES/ITSSO/KMO/RDE Center/Laboratory - SLSU Lucban
44	UNIVERSITY RESEARCHER II	SLPCB-UNIR2-21-2026	18	53,818.00	Bachelors degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least two (2) years' experience in leading research project proposal writing, implementation, dissemination, and/or technology transfer 2. Excellent technical communication and interpersonal skills 3. Experience in peer-reviewed research publication and/or grant writing is an advantage	RESEARCH SERVICES/ITSSO/KMO/RDE Center/Laboratory - SLSU Lucban
45	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-16-2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year of experience in research and/or government accounting and procurement laws relevant to research/ creative works projects 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	RESEARCH SERVICES - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
46	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-17- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year of experience in research and/or government accounting and procurement laws relevant to research/ creative works projects 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	RESEARCH SERVICES (Research Laboratory) - SLSU Lucban
47	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-18- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year of experience in research and/or government accounting and procurement laws relevant to research/ creative works projects 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	RESEARCH SERVICES (Mt. Banahaw Nature Conservation & Research Center) - SLSU Lucban
48	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-19- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year of experience in research and/or government accounting and procurement laws relevant to research/ creative works projects 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	ITSSO (Technology Business Incubator) - SLSU Lucban

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					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
49	UNIVERSITY RESEARCH ASSOCIATE II	SLPCB-UNIRA2-20- 2026	14	38,764.00	Bachelors degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1. With at least one (1) year of experience in research and/or government accounting and procurement laws relevant to research/ creative works projects 2. Competence in coordinating research/ creative works projects and activities with stakeholders 3. Strong communication, technical writing, and documentation skills 4. Experience in research/ creative works projects and activities implementation is an advantage	KMO - SLSU Lucban
50	UNIVERSITY RESEARCH ASSOCIATE I	SLPCB-UNIRA1-12- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Preferably with at least one (1) year of experience in research or government accounting and procurement laws relevant to research/ creative works projects 2. Ability to coordinate research/ creative works activities and projects with stakeholders 3. Ability to monitor project progress and maintain accurate records and reports 4. Ability to assist in preparing and reviewing research/ creative works proposals and project documents	RESEARCH SERVICES - SLSU Lucban
51	UNIVERSITY RESEARCH ASSOCIATE I	SLPCB-UNIRA1-13- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Preferably with at least one (1) year of experience in research or government accounting and procurement laws relevant to research/ creative works projects 2. Ability to coordinate research/ creative works activities and projects with stakeholders 3. Ability to monitor project progress and maintain accurate records and reports 4. Ability to assist in preparing and reviewing research/ creative works proposals and project documents	RESEARCH SERVICES (Research Laboratory) - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
52	UNIVERSITY RESEARCH ASSOCIATE I	SLPCB-UNIRA1-14- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Preferably with at least one (1) year of experience in research or government accounting and procurement laws relevant to research/ creative works projects 2. Ability to coordinate research/ creative works activities and projects with stakeholders 3. Ability to monitor project progress and maintain accurate records and reports 4. Ability to assist in preparing and reviewing research/ creative works proposals and project documents	RESEARCH SERVICES (Center for Social Innovation & Public Policy) - SLSU Lucban
53	UNIVERSITY RESEARCH ASSOCIATE I	SLPCB-UNIRA1-15- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Preferably with at least one (1) year of experience in research or government accounting and procurement laws relevant to research/ creative works projects 2. Ability to coordinate research/ creative works activities and projects with stakeholders 3. Ability to monitor project progress and maintain accurate records and reports 4. Ability to assist in preparing and reviewing research/ creative works proposals and project documents	RESEARCH SERVICES (Center for Hazards and Environmental Resource Mapping) - SLSU Lucban
54	UNIVERSITY RESEARCH ASSOCIATE I	SLPCB-UNIRA1-17- 2026	12	33,947.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Preferably with at least one (1) year of experience in research or government accounting and procurement laws relevant to research/ creative works projects 2. Ability to coordinate research/ creative works activities and projects with stakeholders 3. Ability to monitor project progress and maintain accurate records and reports 4. Ability to assist in preparing and reviewing research/ creative works proposals and project documents	ITSSO - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
55	ADMINISTRATIVE ASSISTANT V	SLPCB-ADAS5-11-2026	11	31,705.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	Two (2) year of relevant experience	Eight (8) hours of relevant training	Career Service (Sub-Professional) / First Level Eligibility	1. Strong administrative and organizational skills 2. Effective records and document management 3. Good communication and coordination skills 4. Computer literate	RESEARCH SERVICES - SLSU Lucban
56	ADMINISTRATIVE ASSISTANT III	SLPCB-ADAS3-9-2026	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	1. Good administrative and records management skills; 2. Good written and verbal communication; 3. Office software proficiency; 4. Willingness to work beyond office hours; 5. Good interpersonal skills	ITSSO - SLSU Lucban
57	ADMINISTRATIVE ASSISTANT III	SLPCB-ADAS3-10-2026	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	1. Good administrative and records management skills; 2. Good written and verbal communication; 3. Office software proficiency; 4. Willingness to work beyond office hours; 5. Good interpersonal skills	KMO - SLSU Lucban
58	ADMINISTRATIVE ASSISTANT II	SLPCB-ADAS2-8-2026	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1. Good administrative and records management skills; 2. Good written and verbal communication; 3. Office software proficiency; 4. Willingness to work beyond office hours; 5. Good interpersonal skills	RESEARCH SERVICES (Research Laboratory) - SLSU Lucban
59	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-2-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	RESEARCH SERVICES - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency / Area of Specialization/ Residency Requirement (if applicable)	
60	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-3-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	KMO SERVICES - SLSU Lucban
61	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-4-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	ITSSO - SLSU Lucban
62	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-5-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	RESEARCH SERVICES (RDE Center/Laboratory) - SLSU Lucban
63	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-6-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	RESEARCH SERVICES (RDE Center/ Laboratory) - SLSU Lucban
64	ADMINISTRATIVE AIDE VI	SLPCB-ADA6-7-2026	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	RESEARCH SERVICES (RDE Center/Laboratory) - SLSU Lucban

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
65	ADMINISTRATIVE AIDE IV	SLPCB-ADA4-1-2026	4	17,506.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional) First Level Eligibility	1. Well-organized and efficient; 2. Excellent communication and interpersonal skills; 3. Ability to perform administrative and clerical tasks; 4. Technical proficiency; 5. Excellent communication abilities	RESEARCH SERVICES (Mt. Banahaw Nature Conservation and Research Center) - SLSU Lucban

Interested and qualified applicants should submit their application documents to the Human Resource Management Office (2nd Floor, SLSU Administration Building, Lucban, Quezon) or the HR Office (Administration Building, SLSU JGE-Campus, Brgy. Rizal, Tagkawayan, Quezon) within ten (10) calendar days or submit to the email address below not later than **October 31, 2026**.

1. Letter of application address to the University President indicating the position title applying for;
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026), digitally signed or electronically signed;
3. Photocopy of IPCR ratings (for government employees) in the present position for the last six (6) months or any performance rating form for the last six (6) months (for non-government employees);
4. Photocopy of certificate of eligibility/license/rating (if applicable);
5. Photocopy of Transcript of Records, Diploma, Certificate of Employment with actual duties and responsibilities and/or Job Description and Certificate of training or seminar attended.

Note:

1. Applicants shall have at least a "Very Satisfactory" performance rating in the last rating period as certified by the previous employer;
2. Non-government employee shall submit a certificate of good moral character as certified by the immediate supervisor.

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 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

Director, 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.

Prepared by:

MARGARITA L. PLACINO, MPA
Director, HRMO

Recommending Approval:

DR. ERWIN D. VILLAYERDE, CPA, DBA
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 21 2026