



Human Resource  
Management Office

## NOTICE OF VACANT POSITIONS (Non-Teaching)

This Office hereby announces the following vacant positions to wit:

|                      |  |
|----------------------|--|
| Position Title:      | <b><u>CHIEF ADMINISTRATIVE OFFICER</u></b>                 |
| Item Title No.:      | SLPCB-CADOF-1-2004   |
| Place of Assignment: | Main Campus  |
| Salary Grade:        | 24   |
| No. of Vacancy:      | 1  |
| Education:           | Masters' Degree  |
| Eligibility:         | Career Service (Professional)/Second Level Eligibility     |
| Training:            | 24 hours of Training in Management and Supervision         |
| Experience:          | 4 years in position/s involving management and supervision |


|                      |  |
|----------------------|--|
| Position Title:      | <b><u>GUIDANCE COUNSELOR I</u></b>     |
| Item Title No.:      | SLPCB-GUIDC1-1-2001                    |
| Place of Assignment: | SLSU JGE Tagkawayan Campus             |
| Salary Grade:        | 11                                     |
| No. of Vacancy:      | 1                                      |
| Education:           | Master's Degree in Guidance Counseling |
| Training:            | None required .                        |
| Experience:          | None required                          |
| Eligibility:         | RA 1080 (Guidance Counselor)           |

|                      |                             |
|----------------------|-----------------------------|
| Position Title:      | <b><u>FARM WORKER I</u></b> |
| Item Title No.:      | SLPCB-FAWK1-3-1998          |
| Place of Assignment: | SLSU Alabat Campus          |
| Salary Grade:        | 2                           |
| No. of Vacancies:    | 1                           |
| Education:           | Elementary School Graduate  |
| Training:            | None required               |
| Experience:          | None required               |
| Eligibility:         | None required               |

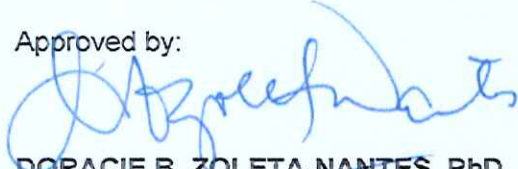
Applicants who meet the minimum qualifications may submit their applications to the Human Resource Management Office at the 2<sup>nd</sup> Floor of SLSU Administration Building, Lucban, Quezon or email to [recruitment@slsu.edu.ph](mailto:recruitment@slsu.edu.ph) until MAY 03 2021, with the following requirements:

1. A 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. Photocopy of the following:
  - Authenticated Certificate of Eligibility or License (if applicable);
  - Transcript of Records;
  - Diploma;
  - Certificate of Employment with actual duties and responsibilities and/or Job Description;
  - Certificate of trainings or seminars attended.

**INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED.**

  
**MARIDEL C. ZABELLA**  
Head, Human Resource Management Office

Approved by:

  
**DORACIE B. ZOLETA-NANTES, PhD**  
University President

Date of Posting:  
**APR 23 2021**

---