



Human Resource
Management Office

Memorandum No. 32 s. 2022

TO : All Successful Applicants for Administrative Assistant II et al. (as per attached List, Annex "A")
[REDACTED]

FROM : PATRICE GRACE A. CANEO, DBA
Acting Head, Human Resource Management Office
[REDACTED]

APPROVED : DORACIE B. ZOLETA-NANTES, Ph.D.
University President

SUBJECT : Memorandum Advisory on the Final List of Successful Applicants for the Appointment for Non-Teaching Positions

DATE : July 6, 2022

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1. In view of the results of the selection process conducted for the filling-up of the vacant non-teaching positions and in line with the CSC-Approved Merit System and 2017 Omnibus Rules on Appointments and Other Human Resource Actions, the **Final List of Successful Applicants for the Administrative Assistant II, Administrative Aide III, Farm Worker I and Security Guard I** is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as **Annex "A"**;
2. Further, all concerned successful applicants for the said positions are hereby directed to submit the following documentary requirements to this Office on JUL 21 2022, in compliance to the Civil Service Commission requirements* for attestation, to wit:
 - a. 3 copies personal data sheet (back-to-back print with photo, not scanned)
 - b. Report of Rating/ID/Certificate of Eligibility (duly authenticated by CSC/PRC);
 - c. Medical Certificate (to be issued by the University Health Services)
 - d. 2 copies of Position Deposition Description Form (c/o HRMO)
 - e. 3 copies of Oath of Office (c/o HRMO)
 - f. Original Copies of Transcript of Records, Diploma, Certificates of Employment and Trainings/Seminars (to be presented to HRMO)



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**Complete and detailed checklist of requirements will be forwarded by the HRMO to each of the successful applicant.*

3. Furthermore, it is hereby advised that the University reserves the right not to issue and process appointment for failure of the successful applicant to submit any of the aforementioned documentary requirements;
4. Moreover, it is advised that the appointments to be issued to the successful applicants shall be subject to confirmation of the University's Board of Regents;
5. Moreover additionally, the schedule of Oathtaking will be announced in a separate advisory.
6. For information and strict compliance.

Anyone who feels aggrieved or would like to be clarified regarding this Memorandum Advisory may forward their inquiry/complaint in writing through the HRMO within fifteen (15) days from posting of this Memorandum Advisory.



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

NOTICE OF APPOINTMENT

By the powers vested by the Board of Regents to the President, it is hereby announced that the following applicants shall be appointed to the following positions, to wit:

MARITESS O. VILLA	Administrative Assistant II
IRA JOVETTE D. CABALLERO	Administrative Aide III
RENCEL E. MENDOZA	Administrative Aide III
JULIE-ANN G. NACORDA	Administrative Aide III
MYRA D. FAJARDO	Administrative Aide III
EDILBERTO A. JUAREZ	Farm Worker I
FREDERICK G. CALVARIO	Security Guard I

Anyone who feels aggrieved or would like to be clarified regarding this matter, may forward their query or grievance in writing with the HRMO within fifteen (15) days from posting of this Notice.


PATRICE GRACE A. CANEO, DBA
Acting Head, HRMO

Approved by:


DORACIE B. ZOLETA-NANTES, PhD
University President

JUL 03 2022