



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: op@slsuonline.edu.ph
Telefax No.: (053) 382-3294

Publication of Vacant Position

Head of Agency : **DR. PROSE IVY G. YEPES**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte

Contact Person : **VERONICA L. REOMA**
Position : Administrative Officer V / HRMO III
E-mail Address : vlreoma@yahoo.com / slsumaincampus@gmail.com
Contact Numbers : (053) 577-8223
Date of Republication : April 2, 2018

POSITION TITLE : **Administrative Aide III**
No. of Vacancy : **1**
Item No. (Station) : **SLSUB-ADA3-68-2004**
Status : **Permanent**
Salary Grade : **3**
Monthly Salary : **P 11,914.00**
Monthly Allowance : **P 2,000.00**

Minimum Qualifications

Education : **Bachelor's Degree**
Experience : **1 month of relevant experience**
Training : **4 hours of training**
Eligibility : **Career Service (Sub-Professional)**
First Level Eligibility

Competencies :

Computer Skills

Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems.

Record Management

Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, tracking and disposing or preserving office files/documents.

Communication Skills

Ability to respond to queries and clearly transmit information to clients, co-workers and superiors.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of duties.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.

Customer Service

Understands the customer's perspective and committed to satisfy clients' needs.

Dependability/Reliability

Ability to perform assigned tasks, finishing assigned jobs and achieves desired result with minimal supervision.

Duties:


- Acts as receiving and releasing staff in the Office of the Human Resource Management Office;
- Creates & maintains organized records or files both in hard and e-copy;
- Performs encoding job of reports, communications, & etc.;
- Prepares purchase requests, travel cash advances and liquidations, and other claims of the HRMO;
- Assists in making all the preparations for the conduct of trainings, meeting & other activities spearheaded by the HRM Office ;
- Forwards documents to concerned offices/employees and facilitates signature of concerned signatories;
- Performs other duties as may be directed.

Documents Required:

1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Service Record/Certificate of Employment (if any)
5. Certificates of trainings/seminars attended
6. Authenticated copy of eligibility (if any)

Submit your application not later than April 27, 2017.

Prepared by:


VALERIO B. CABALO, Ph.D.
VP for Admin. & Finance /
PSB Chair

Noted by:


PROSE IVY G. YEPES, Ed.D.
University President