



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

1. Application letter
Indicate specific item number & addressed to:

DR. CLEMENTE H. COBILLA
Campus Director
Southern Leyte State University
Tomas Oppus Campus
San Isidro, Tomas Oppus,
Southern Leyte
2. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records / Diploma *
5. CSC Eligibility Document *
6. Employment Certificate/s *
7. Training Certificate/s *
8. Service Record **
9. Most recent performance rating **

** Must reflect AT LEAST the credentials that meet minimum qualification standards.*

*** For government employees*

**APPLICATIONS WITH INCOMPLETE
DOCUMENTARY REQUIREMENTS WILL
NOT BE ACCEPTED.**

Equal Employment Opportunity Principle

It is the policy of Southern Leyte State U to strictly adhere to the principles of merit. Competence, fitness and equality. It will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual, orientation, gender and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Posting Start Date:
June 19, 2024

Deadline of Submission of Applications:
July 2, 2024

NOTICE OF VACANCY

Position Title : Theater/ Sound System Operator
Item Number : N/A
Assignment : Tomas Oppus Campus
Salary : 595.00 per day
Status : Job Order

QUALIFICATION STANDARDS:

Education : Completion of two years in college
Experience : None required
Training : None required

Eligibility : None required

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Monitors & maintains all pieces of equipment in the theater;
Operates the control room and other facilities of the theater;
Monitors the scheduling of the usage of the theater;
Maintains the orderliness and cleanliness of the whole theater;
Renders inventory and report of equipment and building;
Serves sound-system in-charge;
Maintains and monitor all sound system equipment;
Does other related task.

Prepared by:

(SGD)ABEGAIL L. BANO
Administrative Officer IV (HRMO II)

Noted by:

(SGD)CLEMENTE H. COBILLA, Ph.D
Campus Director/Chairperson, HRMPSB