



Interested applicants may send their applications to

<https://hrmis.southernleytestateu.edu.ph/job-vacancy> in PDF File

Documentary Requirements (scanned or photocopy)

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

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, Southern Leyte

2. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records and Diploma *
5. CSC Eligibility Document * (if applicable)
6. Employment Certificate/s * (if applicable) as reflected in PDS
7. Training Certificate/s *(if applicable) as reflected in PDS
8. Service Record **
9. Most recent performance rating **
10. NBI Clearance

* 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:
November 25, 2025

Deadline of Submission of Applications:
December 4, 2025

Note: All applicants must access to the online job portal to start their application process.

NOTICE OF VACANCY

Position Title : **(1) Master Cutter/Sewer**
 Item Number : **N/A**
 Assignment : **Sogod Campus (BARGO)**
 SG/Rate per day: **Php 800.00/day**
 Status :

QUALIFICATION STANDARDS:

Education : **At least high school level**
 Experience : **1 to 2 years of relevant experience**
 Training : **NC II Holder, if any**
 Eligibility : **None required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Master Cutter/Sewer:

1. Take accurate body measurements.
2. Draft and modify garment patterns based on designs and sizes.
3. Lay out, mark, and cut fabric to pattern specifications. Estimate and prepare fabric and material requirements.
4. Sew and assemble garments and textile products according to specifications.
5. Add embellishment such lace, beads or embroidery. Conduct fittings and make necessary alterations.
6. Handle sewing for uniforms and other mass-produced garments.
7. Inspect finished products for quality and accuracy.
8. Maintain sewing tools and equipment in good condition.
9. Keep the work area clean and organized.
10. Works under the direct supervision of the Garments Project Manager.
11. Performs other functions as may be requested by the management.

Prepared by:

(SGD) GORDON B. OPINA, JD, MPA
Administrative Officer V (HRMO III)

Noted by:

(SGD) DR. DEWOOWOGEN P. BACLAYON
Vice President for Admin & Finance
Chairperson, HRMPSB for Staff

