



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 position title & addressed to:

DANILO S. ESCOBIDO, CPA, MM

Campus Director

Southern Leyte State University

San Juan Campus, San Juan, Southern Leyte

2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2026) with 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:

July 14, 2026

Deadline of Submission of Applications:

July 24, 2026

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

NOTICE OF VACANCY

Position Title : **Project Technical Assistant IV**
Item Number : **N/A**
Assignment : **Intellectual Property and Technology Business Management Office/SLSU-San Juan Campus**
Rate per month: **Php 43,350.00**
Status : **Contract of Service**

QUALIFICATION STANDARDS:

Education : **Bachelor's degree (Preferably BS Development Communication or a related/equivalent field)**
Experience : **None required**
Training : **None required**
Eligibility : **Career Service Professional/ Second Level Eligibility**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Facilitates the overall documentation of project implementation, including consolidating data and preparing necessary documents, videos, and other project-related records for the Project Leader and Staff.

Monitors and tracks project budget utilization, ensuring the timely preparation of budget updates and supporting financial documentation.

Performs administrative and clerical functions, including the preparation, filing, encoding, and management of project documents and correspondence.

Coordinates project activities and maintains organized, accurate, and up-to-date records, databases, and filing systems to support effective project implementation.

Provides administrative and operational support to the Project Leader to achieve project objectives and ensure the efficient execution of day-to-day project activities.

Prepared by:

(SGD) NISSI PRAISE S. ESPEJO

AO IV (HRMO II)

Noted by:

(SGD) DANILO S. ESCOBIDO, CPA, MM

Campus Director/Chairperson, HRMPBS