



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

- 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

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- NBI Clearance
- Transcript of Records / Diploma *
- CSC Eligibility Document *
- Employment Certificate/s *
- Training Certificate/s *
- Service Record **
- 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:
September 18, 2025

Deadline of Submission of Applications:
September 30, 2025

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**
Item Number : **SLSUB-ADAS2-38-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **08**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of two years in college (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **Career Service (Subprofessional) First Level Eligibility**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

20%	In-charge in cash payment of Disbursement Voucher of the Campus;
15%	Prepares report of disbursements and other similar documents;
15%	Releases petty cash/ special cash advance;
15%	Prepares remittance and deposit slips (Government Service Insurance System, Home Development Mutual Funds, Philippine Health Insurance Corporation, Bureau of Internal Revenue Remittance);
10%	Maintains detailed records of all cash transaction of the Campus and submit the required periodic detailed reports;
10%	Provide copy of pay slips to all employees and assists in receiving collections in the exigency of service or during peak period;
5%	Perform other functions as may be assigned by the immediate supervisor.
100%	

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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