



**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 (PDS) 2025 (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 \*\*(2 rating period)
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:  
**January 20, 2026**

Deadline of Submission of Applications:  
**January 22, 2026**

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

**NOTICE OF VACANCY**

- Position Title : **HRMIS Programmer**
- Item Number : **N/A**
- Assignment : **Sogod Campus (HRMD Office)**
- SG/Rate per day: **N/A**
- Status : **Job Order**

**QUALIFICATION STANDARDS:**

- Education : **BS Info Tech/Programmer**
- Experience : **1 year relevant experience**
- Training : **None Required**
- Eligibility : **None Required**

**CORE COMPETENCIES:**

N/A

**LEADERSHIP COMPETENCIES:**

N/A

**Duties and Responsibilities of the Position**

HRMIS Programmer:

- Implement a software solution to enhance features of HRMIS as well as the payroll system under the supervision of the IT Officer;
- Develop QR code for ARTA form and the QR code system for L&D such as registration, pre and post evaluation and retrieval of certificates;
- Assist IT Officer in the identification and fixing of software defects/bugs and troubleshoot/ assist the IT Officer in resolving the issues reported regarding HRMIS usage;
- Develop a system to be used in the NOSI/NOSA data entry and consolidation other documents related to HR;
- Participate in code reviews to ensure code quality, adherence to coding standards, and knowledge sharing among team members;
- Enhance HRMIS features such as the recruitment process and leave administration;
- Update HRMIS entry such as service contract of permanent employees, Job Order and Part time faculty, update entry of COC and CTO, update entry of designation and department, update entry of work arrangement, status of locator slips;
- Assist on video editing for the L&D presentation, enhance graphic design;
- Does other task related to HRMIS and IT programming or as assigned by the first party

Prepared by:

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

Noted by:

**DR. CHRISTINE ALMA MAE M. DAGUPLO, CPA**  
Vice President for Admin & Finance

