



## Interested applicants may send their applications to

[tomas\\_oppus@southernleytestateu.edu.ph](mailto: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:  
**January 10, 2025**

Deadline of Submission of Applications:  
**January 21, 2025**

## NOTICE OF VACANCY

Position Title : **Administrative Aide VI (Electrician II)**  
Item Number : **SLSUB-ADA6-64-2004**  
Assignment : **Tomas Oppus Campus**  
Salary Grade : **06**  
Status : **Permanent**

### QUALIFICATION STANDARDS:

Education : **High School Graduate or Completion of relevant vocational/ trade course**  
Experience : **None required**  
Training : **None required**  
Eligibility : **Electrician (MC 10 s. 2013- Cat II)**

### CORE COMPETENCIES:

N/A

### LEADERSHIP COMPETENCIES:

N/A

### Duties and Responsibilities of the Position

10%	Supports the strategic objectives of the University;
20%	Installs, maintains, and repairs electrical systems in buildings and structures of the campus;
20%	Executes wiring plans, install fixtures and equipment, and ensure safety compliance;
20%	Performs general electrical maintenance and corrective/preventive maintenance on electrical systems, electrical panels, and circuits for security measures;
20%	Submits status reports of assigned areas.
10%	Performs organizational support functions and does related work as directed by higher authorities.
100%	

Prepared by:

**(SGD) ABEGAIL L. BANO**  
HRMO II

Noted by:

**(SGD) CLEMENTE H. COBILLA, PhD**  
Campus Director/Chairperson, HRMP SB