



Interested applicants may send their applications to

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

Documentary Requirements *(scanned or photocopy)*

1. Application letter

Indicate position title & 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. Transcript of Records / Diploma *
4. NC III Certification from TESDA *
5. Employment Certificate/s *
6. Training Certificate/s *
7. Service Record **
8. 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:

June 26, 2025

Deadline of Submission of Applications:

July 2, 2025

NOTICE OF VACANCY

Position Title : **Air-condition Technician**

Item Number : **N/A**

Assignment : **Sogod Campus (General Services Office)**

Rate per day : **Php 861.68**

Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **At least high school graduate or a completer of a relevant vocational/trade course.**

Experience : **1 year of relevant experience**

Training : **4 hours of relevant training**

Eligibility : **At least a holder of a valid and relevant NC III certification from TESDA**

CORE COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Handles the installation, repair and servicing of air-conditioning units across University facilities, which includes the timely execution of scheduled preventive maintenance activities, accurate documentation through inspection reports, and ensuring client satisfaction with all services rendered.

Prepared by:

(SGD) GORDON B. OPINA, MPA

Director, University Human Resource Management and Development Office

Noted by:

(SGD) DR. DEWOOWOGEN P. BACLAYON

Vice President for Administration & Finance
Chairperson, HRMPSB for Staff