



**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

Note: ALL attachments must be certified true copy

**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:  
**February 5, 2026**

Deadline of Submission of Applications:  
**February 12, 2026**

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

**NOTICE OF VACANCY**

Position Title : **Hotel Front Office Staff**  
Item Number : **N/A**  
Assignment : **Sogod Campus (Hotel de SLSU)**  
SG/Rate per day: **Php 595.00 per day**  
Status : **Job Order**

**QUALIFICATION STANDARDS:**

Education : **Bachelor's Degree**  
Experience : **None Required**  
Training : **None Required**  
Eligibility : **None Required**

**CORE COMPETENCIES:**

N/A

**LEADERSHIP COMPETENCIES:**

N/A

Job Order Hotel Front Office Staff:

- Greet guests and manage check-in/check-out processes
- Handle reservations, bookings, guest inquiries, calls, and emails
- Coordinate with Housekeeping and Restaurant for smooth operations
- Maintain front desk records, logs, reports, and keep the lobby/front desk area presentable
- Process guest payments, issue receipts, and handle cash transactions
- Prepare statements of Account (SOA), billing and payment orders
- Assist in housekeeping, including room cleaning, replenishing amenities, and room inspections
- Perform laundry duties, such as washing, drying, folding and proper linen handling
- Perform other functions as directed

Prepared by:

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

Noted by:

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

