



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 : **Three (3) Office Clerk**
Item Number : **N/A**
Assignment : **Sogod Campus (Student Program Services Office, ELIA & Supply)**
SG/Rate per day: **N/A**
Status : **Job Order**

QUALIFICATION STANDARDS:

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

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

Duties and Responsibilities of the Position

Job Order Office Clerk:

- Responsible in making or preparations for the conduct of meeting and other activities;
- Creates and maintains organized records or file;
- Serves as receiving and releasing staff;
- Performs encoding job and forwards documents to concerned office/employee;
- Processes travel orders, cash advances, travel claims, and travel completion reports;
- Submits monthly accomplishment reports.
- Does other work-related tasks 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

