



**Interested applicants may send their applications to**

[recruitment\\_sg@southernleytestateu.edu.ph](mailto:recruitment_sg@southernleytestateu.edu.ph)

**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 (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:  
**February 14, 2025**

Deadline of Submission of Applications:  
**February 25, 2025**

**NOTICE OF VACANCY**

Position Title : **Administrative Aide VI (Clerk III)**  
 Item Number : **SLSUB-ADA6-28-2023**  
 Assignment : **Sogod Campus**  
 Salary Grade : **06**  
 Status : **Permanent**

**QUALIFICATION STANDARDS:**

Education : **Completion of two years' studies in college**  
 Experience : **None required**  
 Training : **None required**  
 Eligibility : **Career Service (Subprofessional) First Level Eligibility**

**CORE COMPETENCIES:**

N/A

**LEADERSHIP COMPETENCIES:**

N/A

**Duties and Responsibilities of the Position**

20%	Acts as receiving and releasing staff in the assigned office;
20%	Creates and maintains organized records or files;
15%	Performs encoding job of communications and etc.;
15%	Forwards documents to concerned campuses/offices per instruction of the supervisor;
15%	Prepares travel claims, purchase requests, cash advances and liquidation papers;
10%	Assists in making all the preparations for the conduct of meetings & other activities;
5%	Performs additional duties as required.
100%	

Prepared by:

Noted by:

**SGD GORDON B. OPINA, MPA**  
 Director, University Human Resource Management and Development Office

**SGD DEWOOWOGEN P. BACLAYON, PhD**  
 VP, Administration & Finance  
 Chairperson, HRMPSB for Staff



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**NOTICE OF VACANCY**

Position Title : **Administrative Aide VI (Clerk III)**

Item Number : **SLSUB-ADA6-29-2023**

Assignment : **Sogod Campus**

Salary Grade : **06**

Status : **Permanent**

**QUALIFICATION STANDARDS:**

Education : **Completion of two years' studies in college**

Experience : **None required**

Training : **None required**

Eligibility : **Career Service (Subprofessional) First Level Eligibility**

**CORE COMPETENCIES:**

N/A

**LEADERSHIP COMPETENCIES:**

N/A

**Duties and Responsibilities of the Position**

20%	Acts as receiving and releasing staff in the Library Unit; responsible in charging & discharging books and receives returned books borrowed by the Faculty, Staff and Students at the circulation counter and checks in and out various library materials;
20%	Responsible in assisting the Librarian in updating library holdings, making Statistical Reports and in the preparation of documents for CHED evaluation/AACUP Accreditation and other evaluation preparation of documents;
15%	Assists users in locating and using library resources and materials. Identify, troubleshoot, and resolve students/faculty questions or concerns;
15%	Assists the librarian in managing the Library automation systems, register new students/staff/faculty for OPAC and digital library account and students in the application of Library Identification Card;
15%	Assist users in the use of internet, computers, learning spaces and other equipment and prepares library guides, infographics, video tutorials and others for information;
10%	Files circulation records accurately and sort other library records/files for easy access and retrieval (print and e-files);
5%	Performs additional duties as required.
100%	

Prepared by:

Noted by:

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 Director, University Human Resource Management and Development Office

**SGDDEWOOWOGEN P. BACLAYON, PhD**  
 VP, Administration & Finance Chairperson, HRMPSB for Staff