



Interested applicants may send
their applications to

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 **SGD DEWOOWOGEN P. BACLAYON, PhD**
Director, University Human Resource VP, Administration & Finance
Management and Development Office Chairperson, HRMPSB for Staff



Interested applicants may send
their applications to

recruitment_sg@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

10. Application letter

Indicate specific item number & addressed to:

DR. JUDE A. DUARTE

University President

Southern Leyte State University

Sogod, Southern Leyte

11. Duly accomplished Personal Data Sheet (CSC
Form) and attached Work Experience Sheet

12. Updated CV/ Resume

13. Transcript of Records / Diploma *

14. CSC Eligibility Document *

15. Employment Certificate/s *

16. Training Certificate/s *

17. Service Record **

18. 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-ADA6-29-2023**

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:

SGD GORDON B. OPINA, MPA

Director, University Human Resource
Management and Development Office

SGDDEWOOWOOGEN P. BACLAYON, PhD

VP, Administration & Finance
Chairperson, HRMPB for Staff