



Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than June 20, 2026

1. Application letter (indicating the position for, item number and name of office where the vacancy is)
2. Curriculum vitae;
3. Certified True Copy of Certificate of employment with actual duties & responsibilities (if applicable);
4. Certified True Copy Certificate of training/seminars attended (for the past five (5) years, if applicable);
5. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
6. Performance rating in the last rating period (if applicable);
7. Certified True Copy of certificate of eligibility/rating/license;
8. Certified True Copy of Transcript of Records and Diploma; and
9. NBI Clearance.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

**CLEMENTE H. COBILLA, Ph.D**

CAMPUS DIRECTOR

San Isidro, Tomas Oppus, Southern Leyte

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.