



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

- Application letter
Indicate specific item number & addressed to:

DR. CLEMENTE H. COBILLA
Campus Director
Southern Leyte State University
Tomas Oppus Campus
San Isidro, Tomas Oppus,
Southern Leyte
- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- Transcript of Records / Diploma *
- CSC Eligibility Document *
- Employment Certificate/s *
- Training Certificate/s *
- Service Record **
- 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:
July 14, 2025

Deadline of Submission of Applications:
July 17, 2025

NOTICE OF VACANCY

Position Title : **Watchman**
 Item Number : -
 Assignment : **Tomas Oppus Campus/ Security & Safety Management**
 Daily Rate : **Php 595.00**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **High School Graduate**
 Experience : **None required**
 Training : **None required**

 Preferably : **With security guard license**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

To protect life, property of SLSU-Tomas Oppus and maintain peace and order in the campus;
Properly record the coming in/out employees in the campus;
To implement the wearing of school uniform and ID of students;
To prohibit any person lingering inside the campus;
Play an active role in the conduct of the program for faculty and staff;
Responsible of any property lost while on duty;
To conduct roving inspection and report the incident monitored around the area of responsibilities;
Does related work.

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO II

Noted by:

(SGD) CLEMENTE H. COBILLA, PhD
Campus Director/Chairperson, HRMPSB