



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

1. 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
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:
June 19, 2024

Deadline of Submission of Applications:
July 02, 2024

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI
(Electronics and Communications
Equipment Technician I)**
Item Number : **SLSUB-ADA6-67-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **06**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of two years studies in
college or High School Graduate with
relevant vocational/ trade course**
Experience : **None required**
Training : **None required**
Eligibility : **None required (MC 11, s. 96- Cat. III)**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

25%	Repairs computers with damage or dysfunctions including printers, scanners, monitors and other peripherals;
20%	Monitors and request computer parts replacement; and communicates with immediate supervisor for maintenance and operation plans;
10%	Install, download and repair computer application programs;
10%	Assemble computer parts;
10%	Conducts network maintenance and troubleshooting;
10%	Conducts minor electronic repair;
10%	Ensures the functions of the computers in the Campus;
5%	Does related work.
100%	

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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