



## Interested applicants may send their applications to

[tomas\\_oppus@southernleytestateu.edu.ph](mailto: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 25, 2024**

Deadline of Submission of Applications:  
**July 5, 2024**

## NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI (Clerk III)**  
Item Number : **SLSUB-ADA6-66-2004**  
Assignment : **Tomas Oppus Campus/ Research, Innovation & Extension Services (RIES) Office**  
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

40%	Facilitates and acts on communication coming from different offices and attends to various transactions.
15%	Prepares communication, memoranda, and meeting notices, as well as announcements, recommendations, accomplishment reports, and other documents and reports.
15%	Responds to orders/ requirements from immediate head, Campus and University Officials, and other government agencies/ organizations/ institutions.
10%	Files and retrieves office documents.
10%	Keeps the office in order.
10%	Does related work.
100%	

Prepared by:

**(SGD) ABEGAIL L. BANO**  
HRMO II

Noted by:

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