



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. CONSTANTINO G. MEDILO, JR.
 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:
November 15, 2023

Deadline of Submission of Applications:
November 25, 2023

NOTICE OF VACANCY

Position Title : **Skilled Worker/ Carpenter (Job Order)**
 Item Number : **N/A**
 Assignment : **Tomas Oppus Campus/ ICT Dept**
 Salary : **495.00 per day**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **None required**
 Experience : **None required**
 Training : **None required**
 Eligibility : **None required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Prepares basic plan for table repair
Measures, cuts and shape wood, plywood and other needed materials.
Follow the required measurement of the desktop computer units.
Follow the design of computer table and other computer room cabinets required framing and format.
Does other carpentry job.

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO-Designate

Noted by:

(SGD)CONSTANTINO G. MEDILO, JR., PhD
Campus Director/Chairperson, HRMPSB