



Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
 Sogod, Southern Leyte  
 Website: [www.slsuonline.edu.ph](http://www.slsuonline.edu.ph)  
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 Telefax No.: (053) 382-3294



## Publication of Vacant Positions

<b>Head of Agency</b>	:	<b>DR. PROSE IVY G. YEPES</b>
Position	:	University President
Mailing Address	:	Southern Leyte State University - Main Campus, Brgy. San Roque, Sogod, Southern Leyte
<b>Contact Person</b>	:	<b>VERONICA L. REOMA</b>
Position	:	Administrative Officer V (HRMO III)
E-mail Address	:	<a href="mailto:vlreoma@gmail.com">vlreoma@gmail.com</a>
Contact Numbers	:	(053) 577-8223 / 0915-482-3224
Date of Recruitment	:	June 11, 2019

<b>POSITION TITLE</b>	:	<b>Chief Administrative Officer</b>
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-CADOF-3-2004
Status	:	Permanent
Salary Grade	:	24
Monthly Salary	:	P 83,406.00
Monthly Allowance	:	P 2,000.00

### **Minimum Qualifications**

Education	:	Master's degree or Certificate in Leadership and Management from the CSC
Experience	:	4 years of supervisory/ management experience
Training	:	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years
Eligibility	:	Career Service Professional / Second Level Eligibility

### **Duties and Responsibilities:**

- Plans, organizes, implements, manages and oversees the activities of the offices of records management, human resource management, general services and PPDMO;
- Provides guidance, performance evaluation, and supervision to all staff in the areas of responsibility;
- Makes timely decision concerning administrative matters;
- Establishes sound policies, procedures and practices to ensure proper management of human resources, records, physical facilities and grounds upkeep;
- Designs skills enhancement trainings to ensure effective transfer of knowledge;
- Ensures an effective work structure to maximize productivity and achieve goals;
- Coaches, mentors, motivates and develops staff and encourages good performance;
- Performs such other duties as required by the supervisors.

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<b>POSITION TITLE</b>	:	<b>Dentist III</b>
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-DENT3-6-2004
Status	:	Permanent
Salary Grade	:	20
Monthly Salary	:	P 51,155.00
Monthly Allowance	:	P 2,000.00

**Minimum Qualifications**

Education	:	Doctor of Dental Medicine or Dental Surgery
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080 (Dentist)

**Duties and Responsibilities:**

- Conducts tooth extraction of damaged teeth;
- Provides medication to oral health problems;
- Keeps all dental records of patients;
- Conducts dental check-up and examination to SLSU employees and students of different year levels;
- Renders tooth cavity filling or restoration and oral prophylaxis;
- Signs health certificates to OJT student.

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<b>POSITION TITLE</b>	:	<b>Guidance Counselor II</b>
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-GUIDC2-21-2004
Status	:	Permanent
Salary Grade	:	12
Monthly Salary	:	P 22,938.00
Monthly Allowance	:	P 2,000.00

**Minimum Qualifications**

Education	:	Master's degree in Guidance and Counseling
Experience	:	None Required
Training	:	None Required
Eligibility	:	RA 1080 (Guidance Counselor)

**Duties :**

- Provides individual and group counseling services to meet the developmental, preventive, and remedial needs of students;
- Administers tests and accurately interprets individual and group psychological tests results;
- Establishes and implements the university guidance programs;
- Coordinates with parents, teachers and community leaders to promote and support students' success;

- Provides group guidance and proactive activities such as time management, improving study habits & skills, implements resolution, coping strategies & etc.;
- Refers students with severe problems to appropriate community persons in consultation with their parents;
- Performs such other functions as may be directed by higher authorities.

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<b>POSITION TITLE</b>	:	<b>Science Research Assistant</b>
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-SRAS-27-2004
Status	:	Permanent
Salary Grade	:	9
Monthly Salary	:	P 17,975.00
Monthly Allowance	:	P 2,000.00

***Minimum Qualifications***

Education	:	Completion of two years studies in college
Experience	:	1 year of relevant experience
Training	:	4 hours of training
Eligibility	:	Career Service Sub-Professional/ First Level Eligibility

**Duties and Responsibilities:**

- Compiles research documents and manages research database;
- Assists in the collection, analysis and review of experimental data, preferably GIS based data;
- Assists in preparing and writing proposals for funding agencies;
- Helps prepare progress reports on research for funding institutions as required;
- Provides assistance in the design of survey instruments such as questionnaires, preferably GIS-based;
- Assists with the preparation of research reports and manuscripts for publication in journals and presentation at conferences;
- Performs other related activities / work as required by the immediate supervisor.

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**Documents Required:**

1. Application letter addressed to:  
**DR. PROSE IVY G. YEPES**  
University President  
Southern Leyte State University  
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records;
3. Comprehensive Curriculum Vitae;
4. Service Record/Certificate of Employment (if any);
5. Certificates of trainings/seminars attended;
6. Authenticated copy of eligibility.

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities. Please feel free to inform the HRM Office in advance for the needed assistance.

Submit your application not later than June 28, 2019.

Prepared by:



**VERONICA L. REOMA**  
Administrative Officer V (HRMO III)

Noted by:



**VALERIO B. CABALO, Ph.D.**  
VP for Admin. & Finance /HRMPSB Chair