



## 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:

**April 19, 2024**

Deadline of Submission of Applications:

**May 2, 2024**

## NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI (Clerk III)**  
Item Number : **SLSUB-ADA6-63-2004**  
Assignment : **Tomas Oppus Campus/ Business Affairs Office**  
Salary Grade : **06**  
Status : **Permanent**

### QUALIFICATION STANDARDS:

Education : **Completion of two years 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

20%	Prepares necessary documents (PR, RFQ, Abstract & PO) of Business Affairs Office (BAO) request for supplies, materials and equipment.
25%	Distributes canvass papers of supplies, materials and equipment needed by the BAO.
15%	Facilitates preparation of documents and distribution of canvass of requests from different offices for supplies, materials and equipment during peak season of school activities or when the need arises.
10%	Prepares financial report on income generating projects.
10%	Follow-up/ consolidates monthly report received from IGP Managers.
10%	Conducts regular inventory of supplies and materials by the different income generating projects.
10%	Encode communications, IGP proposals and other clerical work pertaining to IGP and does related tasks.
100%	

Prepared by:

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

Noted by:

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