



Publication of Vacant Position

Head of Agency : **CONSTANTINO G. MEDILO, JR.**
Position : Campus Director
Mailing Address : Southern Leyte State University – Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte

Contact Person : **ALEX S. MABULAY**
Position : HRMD Officer-Designate
E-mail Address : asmabulay@gmail.com
Contact Numbers : 09208783675
Date of Recruitment :

POSITION TITLE : **Mini-Theater Operator/ In-charge**
No. of Vacancy : 1
Status : JOB ORDER
Salary : P500.00

Education and Experience

1. Four-year Course, preferably IT related course
2. Prior experience is an advantage
3. On-the-Job training offered

Required Skills/Abilities

1. Computer Literate
2. Knowledge in MS Word, Excel, Power point and other IT related
3. Ability to follow instructions from supervisor
4. Excellent organizational and time management skills

Duties/Responsibilities

1. Monitors and maintains all pieces of equipment in the theater
2. Operates the control room and other facilities of the theater
3. Monitors the scheduling of the usage of the theater
4. Maintains the orderliness and cleanliness of the whole theater
5. Renders inventory and report of equipment and building
6. Serves as assistant to the sound-system in-charge
7. Acts as clerk of the Arts and Letters Area

Documents Required:

1. Application letter addressed to:
CONSTANTINO G. MEDILO, JR.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Certificates of trainings/seminars attended during the last five (5) years (if any)

Submit your application not later than **January 23, 2023**.

Prepared by:

Noted by:

(SGD) ALEX S. MABULAY, MBA
HRMD Officer, Designate

(SGD) CONSTANTINO G. MEDILO, JR., Ph.D
Campus Director

Doc. Code: SLSU-QF-HR04

Revision: 01

Date: 31 July 2017



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Contact Numbers : 09208783675
Date of Recruitment :

POSITION TITLE : **CARPENTER/ELECTRICIAN Assistant (ALL AROUND HELPER)**
No. of Vacancy : 1
Status : JOB ORDER
Salary : ₱500.00

Education and Experience

4. High school diploma or equivalent required
5. Related experience preferred
6. On-the-Job training offered

Required Skills/Abilities

5. Ability to follow instructions from supervisor or senior maintenance workers
6. Knowledge of general carpentry and repair
7. Ability to use hand tools and power tools
8. Excellent organizational and time management skills

Duties/Responsibilities

8. Assist in the Inspection and identification of equipment or machines in need of repair
9. Help Troubleshoots issues to determine necessary repairs
10. Assist the Carpenter/Electrician performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures
11. Performs routine maintenance on building systems
12. Cleans and assists with upkeep of the facilities
13. Performs other related duties as assigned

Documents Required:

5. Application letter addressed to:
CONSTANTINO G. MEDILO, JR.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
6. Diploma
7. Authenticated copy of Transcript of Records (if any)
8. Updated Curriculum Vitae
9. Certificates of trainings/seminars attended during the last five (5) years (if any)

Submit your application not later than **January 23, 2023**.

Prepared by:

Noted by:

(SGD) ALEX S. MABULAY, MBA
HRMD Officer, Designate

(SGD) CONSTANTINO G. MEDILO, JR., Ph.D
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SOUTHERN LEYTE
STATE UNIVERSITY

TOMAS OPPUS CAMPUS

San Isidro, Tomas Oppus, Southern Leyte

Contact No: 09486089319

Email: tomas_oppus@southernleytestateu.edu.ph

Website: www.southernleytestateu.edu.ph

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

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