

SOUTHERN LEYTE STATE UNIVERSITY
MAIN CAMPUS

WE'RE HIRING!

Clerk

QUALIFICATIONS:

- Bachelor's Degree relevant to the job;
- Proficient in Microsoft Office Suite (Excel, Word, Publisher and PowerPoint).
- With good oral & written communication skills (English);
- Have good organizational skills;
- Eligibility, trainings, & experience not required but is an advantage.

SALARY: PhP 595.00 per day

EMPLOYMENT STATUS: Job Order

NEED: Two (2)



REQUIREMENTS:

- Application Letter
- Fully-accomplished Personal Data Sheet (CSC Form 212) with recent passport-sized picture
- Copy of Transcript of Records
- Copy of Certificate of eligibility/ rating/license (if any)
- Copy of certificates of trainings/seminars (if any)
- Copy of certificate of employment or service record (if any)
- Performance rating in the present position for one year (if any).

Acceptance of applications
is until

JUNE 15, 2022

Incomplete application requirements
shall not be entertained

Please send your application documents in **ONE (1) PDF file** to **recruitment_sg@southernleytestateu.edu.ph** addressed to

PROSE IVY G. YEPES, EdD

University President
Southern Leyte State University
Sogod, Southern Leyte
6606, Philippines