



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:
January 18, 2024

Deadline of Submission of Applications:
January 30, 2024

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI
(Storekeeper II(C))**
Item Number : **SLSUB-ADA6-62-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **06**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of two years studies 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%	Supervises the preparation of medium sized warehouse and or storeroom; engaged in receiving, storing, checking and issuing equipment and supplies;
20%	Checks incoming and outgoing stocks in conformance with requisition or invoice;
20%	Prepares and signs daily summaries of issuance and balances of supplies and materials;
10%	Supervises the arrangement and classification of stocks-in-house and/ or storeroom;
10%	Keeps warehouse and/ or storeroom in good storing condition to prevent pilferage and damage of stocks;
10%	Responsible in the general cleanliness of the warehouse and environment;
10%	Does related works.
100%	

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO II

Noted by:

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