



## 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	:	ABEGAIL L. BANO
Position	:	HRMO-Designate
E-mail Address	:	abano@southernleytestateu.edu.ph
Contact Numbers	:	09204374641

POSITION TITLE	:	Watchman
No. of Vacancy	:	1
Status	:	Job Order
Daily Rate	:	500.00
Section/Area Assignment	:	Security and Safety Management
Minimum Qualifications	:	
Education	:	Elementary Graduate
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Competencies Required	:	Having a security guard license is an advantage
Duties and Responsibilities	:	<ol style="list-style-type: none"><li>1. To protect life, property of SLSU-Tomas Oppus and maintain peace and order in the campus;</li><li>2. Properly record the coming in/out employees in the campus;</li><li>3. To implement the wearing of school uniform and ID of students;</li><li>4. To prohibit any person lingering inside the campus;</li><li>5. Play an active role in the conduct of the program for faculty and staff;</li><li>6. Responsible of any property lost while on duty;</li><li>7. To conduct roving inspection and report the incident monitored around the area of responsibilities; and</li><li>8. Does related work.</li></ol>

### 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/Diploma
3. Comprehensive Curriculum Vitae
4. Certificates of trainings/seminars attended during the last five (5) years

Submit your application not later than **April 27, 2023.**

Prepared by:

**(SGD) ABEGAIL L. BANO**  
HRMO, Designate

Noted by:

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