



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
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Duties and Responsibilities

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| : | <ol style="list-style-type: none"> 1. To protect life, property of SLSU-Tomas Oppus and maintain peace and order in the campus; 2. Properly record the coming in/out employees in the campus; 3. To implement the wearing of school uniform and ID of students; 4. To prohibit any person lingering inside the campus; 5. Play an active role in the conduct of the program for faculty and staff; 6. Responsible of any property lost while on duty; 7. To conduct roving inspection and report the incident monitored around the area of responsibilities; and 8. Does related work. |
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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