



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 (Clerk III)**
Item Number : **SLSUB-ADA6-66-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **06**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of two years 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

40%	Facilitates and acts on communication coming from different offices and attends to various transactions.
15%	Prepares communication, memoranda, and meeting notices, as well as announcements, recommendations, accomplishment reports, and other documents and reports.
15%	Responds to orders/ requirements from immediate head, Campus and University Officials, and other government agencies/ organizations/ institutions.
10%	Files and retrieves office documents.
10%	Keeps the office in order.
10%	Does related work.
100%	

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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