



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 : **Office Clerk**
No. of Vacancy : 1
Status : **Job Order**
Daily Rate : Php 541.54
Section/Unit Assignment : LHS Principal’s Office

Minimum Qualifications

Education : Any four-year course
Experience : None Required
Training : None Required
Eligibility : None Required

Competencies Required : **None**

Duties and Responsibilities :

1. In-charge in updating the records of all Laboratory High School Students;
2. Submit all required reports to DepEd;
3. Maintain close coordination with DepEd MIS for any updates on LIS;
4. Submit SHS billing statement to Division and Regional Office of DepEd;
5. Conducts other related task required by the Office.

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

Submit your application not later than **March 24, 2023.**

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO, Designate

Noted by:

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