



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