



**Interested applicants may send
their applications to**

recruitment_sg@southernleytestateu.edu.ph

Documentary Requirements (scanned or photocopy)

1. Application letter
Indicate specific item number & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, 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:
November 3, 2023**

**Deadline for Submission of Applications
is extended until:
December 26, 2023**

NOTICE OF VACANCY

Position Title : **Legal Assistant III**
Item Number : **SLSUB-LEA3-30-2023**
Assignment : **Sogod Campus (HRMD Office)**
Salary Grade : **SG 14 (P 33,843.00)**
Status : **Permanent**

QUALIFICATION STANDARDS

Education : **BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses**
Experience : **1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research**
Training : **8 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure**
Eligibility : **Career Service (Professional)/
Second Level Eligibility**

Position Title : **Internal Audit III**
Item Number : **SLSUB-IAUD3-29-2023**
Assignment : **Sogod Campus (Internal Audit Office)**
Salary Grade : **SG 18 (P 46,725.00)**
Status : **Permanent**

QUALIFICATION STANDARDS

Education : **Bachelor's degree relevant to the job**
Experience : **2 years of relevant experience**
Training : **8 hours of relevant training**
Eligibility : **Career Service (Professional)/
Second Level Eligibility**

Prepared by:

Noted by:

GORDON B. OPINA
Administrative Officer V (HRMO III)

DEWOOWOOGEN P. BACLAYON
VP for Admin. & Finance/
Chairperson, HRMPSB for Staff