



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 595.00
Section/Unit Assignment	:	Registrar’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. Assist in the registration, enrollment and graduation functions of the Office of the Registrar;
2. Assist in the implementation of the safe keeping and data privacy functions of the office;
3. Maintain the physical filing system of student’s academic records, and other office records;
4. Helps in operating the computer system of the Registrars’ Office; and
5. Does 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 **September 5, 2023.**

Prepared by:

Noted by:

(SGD)ABEGAIL L. BANO
HRMO, Designate

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