



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:
March 11, 2024

Deadline of Submission of Applications:
March 22, 2024

NOTICE OF VACANCY

Position Title : **Computer Laboratory Technician (Job Order)**
Item Number : **N/A**
Assignment : **Tomas Oppus Campus/ ICT Dept**
Salary : **595.00 per day**
Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **None required**
Experience : **None required**
Training : **None required**

Eligibility : **None required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Suggest action plan for Computer Laboratory Operation, Maintenance and Custody
Set-up hardware, install and configure software and drivers; Troubleshoot system failure and provides solutions to restore functionality;
Maintain and repair technological equipment; Maintain a well-functioning LAN/WAN and other networks and manage components such as Servers, IP configuration and others;
Manage security options, CCTV monitoring, software, and networks to maintain privacy and protection from attacks;
Perform regular upgrades to ensure systems remain updated;
Keep records of repairs and fixes for future reference;
Offer timely technical support and teach the computer user of proper utilization;
Conducts inventory of computer units and other computer laboratory peripherals;

Prepared by:

(SGD)ABEGAIL L. BANO
HRM0-Designate

Noted by:

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