



## **Publication of Vacant Position**

**Head of Agency** : **DR. JUDE A. DUARTE**  
**Position** : SUC President III  
**Mailing Address** : Southern Leyte State University - Main Campus,  
Brgy. San Roque, Sogod, Southern Leyte

**Contact Person** : **GORDON B. OPINA**  
**Position** : Administrative Officer V / Head, HRMD  
**E-mail Address** : [recruitment\\_sg@southernleytestateu.edu.ph](mailto:recruitment_sg@southernleytestateu.edu.ph)  
**Contact Numbers** : 0908-867-1263  
**Date of Recruitment** : August 29, 2023

**POSITION TITLE** : **Office Clerk (Job Order)**  
**No. of Vacancy** : **2**  
**Item No. (Station)** : **N/A**  
**Salary Grade** : **N/A**  
**Salary** : **P 595.00 per day or P 13,090.00 per month**  
**Monthly Allowance** : **N/A**

### **Minimum Qualifications**

**Education** : **Bachelor's Degree relevant to the job;**  
**Experience** : **Preferably at least six months experience in a workplace setting**

**Training** : **None required**  
**Eligibility** : **None required**

### **Competencies**

- Proficient in Microsoft Office Suit (Excel, Word, Publisher and Powerpoint)
- With good oral and written communication skills (English)
- Have good organizational skills

### **Duties:**

- Acts as receiving and releasing staff in the assigned office;
- Creates & maintains organized records or files both in hard and e-copy;
- Performs encoding job of reports, communications, & etc.;
- Prepares purchase requests, travel cash advances and liquidations, and other claims of the immediate supervisor;
- Facilitates during the conduct of meetings and responsible for all the preparations for the conduct of activities spearheaded by the unit head;
- Forwards documents to concerned offices/employees and facilitates signature of concerned signatories;
- Performs other duties as may be directed.

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<b>POSITION TITLE</b>	:	<b>Psychometrician (Contract of Service)</b>
No. of Vacancy	:	<b>1</b>
Item No. (Station)	:	<b>N/A</b>
Salary Grade	:	<b>N/A</b>
Salary	:	<b>P 1,085.00</b> per day
Monthly Allowance	:	<b>N/A</b>

**Minimum Qualifications**

Education	:	<b>Bachelor's Degree in Psychology or its related field;</b>
Experience	:	<b>None required</b>
Training	:	<b>None required</b>
Eligibility	:	<b>RA 1080 (Psychometrician)</b>

**Competencies**

- Proficient in Microsoft Office Suit (Excel, Word, Publisher and Powerpoint)
- With strong oral and written communication skills (English)
- Have good organizational skills

**Duties:**

- Provides leadership and coordination during the planning, implementing, monitoring, evaluation and providing support relative to the testing programs of the entire University system;
- Administers, scores & interpret entrance examination for the incoming freshmen students prior to admission;
- Administers, scores and interpret psychological assessment (for incoming OJTs, year level students) under the supervision of a licensed psychologist;
- Furnishes counselor (s) with the test results for counseling purposes;
- Observes and provides reports on psychological/assessment results;
- Keeps a systematic records of tests taking into consideration the ethical standards in tests data banking;
- Performs other related tasks as may be assigned by the supervisor
- Submits monthly accomplishment report.

**Documents Required:**

1. Application letter addressed to:  
**DR. JUDE A. DUARTE**  
SUC President III  
Southern Leyte State University  
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records;
3. Comprehensive Curriculum Vitae;
4. Service Record/Certificate of Employment (if any);
5. Certificates of trainings/seminars attended for the last 5 yrs;
6. Authenticated copy of eligibility.

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities. Please feel free to inform the HRM Office in advance for the needed assistance.

Submit your application not later than **August 31, 2023.**

Prepared by:

Noted by:

**GORDON B. OPINA**

Administrative Officer V/ head, HRMD

**DEWOOWOGEN P. BACLAYON**

VP for Admin. & Finance /HRMPSB Chair