



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
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.

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

Minimum Qualifications

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

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