



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: op@slsuonline.edu.ph
Telefax No.: (053) 382-3294

Publication of Vacant Position

| | | |
|-----------------------|---|------------------------------------------------------------------------------------------|
| Head of Agency | : | DR. PROSE IVY G. YEPES |
| Position | : | University President |
| Mailing Address | : | Southern Leyte State University - Main Campus, Brgy. San Roque, Sogod, Southern Leyte |
| Contact Person | : | VERONICA L. REOMA |
| Position | : | Administrative Officer V (HRMO III) |
| E-mail Address | : | vlreoma@yahoo.com |
| Contact Numbers | : | (053) 577-8223 |
| Date of Recruitment | : | November 23, 2018 |

| | | |
|-----------------------|---|-----------------------|
| POSITION TITLE | : | Utility Worker |
| No. of Vacancy | : | 12 |
| Status | : | Job Order |
| Rate per day | : | P 300.00 |

Minimum Qualifications

| | | |
|-------------|---|--------------------------------|
| Education | : | Must be able to read and write |
| Experience | : | None Required |
| Training | : | None Required |
| Eligibility | : | None Required |

Other Requirements

- Must be physically, emotionally, and mentally fit for manual work ;
- Able to operate and care for variety of tools and equipment used in cleanliness maintenance activity (lawn mower, brush cutter, bolos, etc.);
- Possess landscaping skills;
- Honest and hard working;
- Ability to understand and carry out oral and written instructions;
- Able to work harmoniously with supervisors and co-workers to deliver outputs and values good working relationships.

Duties :

- Cleans all offices, classrooms, lobbies, campus roads, canals, oval, surrounding areas and grounds of all buildings, structures and perimeter fence;
- Cleans and disinfect all comfort rooms;
- Weed unwanted grasses in the landscape areas and plant boxes;
- Replant and trim plants in landscape areas and plant boxes;
- Rear all indoor plants and replant ornamental plants;
- Collect and dispose garbage;
- Cleans all garbage bins and keep them in their proper place;
- Cleans the lawnmower, brush cutter, trash bins, and others every after use;
- Perform other requested services such as hauling, venue preparation and restoration and other related services;

Documents Required:

1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Comprehensive Curriculum Vitae;
3. Service Record/Certificate of Employment (if any);

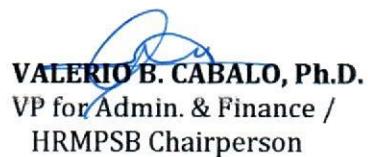
Submit your application not later than December 14, 2018.

Prepared by:



VERONICA L. REOMA
Administrative Officer V (HRMO III)

Noted by:



VALERIO B. CABALO, Ph.D.
VP for Admin. & Finance /
HRMPSB Chairperson