



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
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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	:	<ul style="list-style-type: none">• 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 :

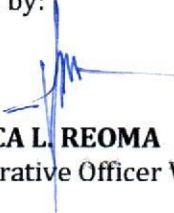
- Cleans all offices, classrooms, lobbies, campus roads, canals, oval, surrounding areas and grounds of all buildings, structures and perimeter fence;
- Cleans and disinfect all comfort rooms;
- Weed unwanted grasses in the landscape areas and plant boxes;
- Replant and trim plants in landscape areas 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