



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY

Sogod, Southern Leyte
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Republication of Vacant Positions

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@gmail.com
Contact Numbers	:	(053) 577-8223 / 0915-482-3224
Date of Recruitment	:	November 28, 2018

POSITION TITLE	:	Guidance Counselor II
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-GUIDC2-21-2004
Status	:	Permanent
Salary Grade	:	12
Monthly Salary	:	P 22,149.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Master's degree in Guidance and Counseling <i>(per CSC MC No.2, s.2017 dated Feb. 10, 2017)</i>
Experience	:	None Required
Training	:	None Required
Eligibility	:	RA 1080 (Guidance Counselor)
Competencies	:	

Counseling

Ability to provide counseling to individual or group of students to accomplish educational & individual goals, and ability to identify cause of problems/issues & provide alternative solutions.

Discrete

Ability to maintain confidentiality of disclosed issues in order to earn students' trust concerning their most intimate issues/concerns.

Communication Skills

Effective communicator (oral & written), able to actively listen and appreciate diversity.

Detail Oriented

Ability to analyze test results accurately.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, students, & other clients to deliver outputs, and values good working relationships.

Duties :

- Provides individual and group counseling services to meet the developmental, preventive, and remedial needs of students;
- Administers tests and accurately interprets individual and group psychological tests results;
- Establishes and implements the university guidance programs;
- Coordinates with parents, teachers and community leaders to promote and support students' success;
- Provides group guidance and proactive activities such as time management, improving study habits & skills, implements resolution, coping strategies & etc.;
- Refers students with severe problems to appropriate community persons in consultation with their parents;
- Performs such other functions as may be directed by higher authorities.

POSITION TITLE	:	Science Research Assistant
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-SRAS-27-2004
Status	:	Permanent
Salary Grade	:	9
Monthly Salary	:	P 17,473.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Completion of two years studies in college
Experience	:	1 year of relevant experience
Training	:	4 hours of training
Eligibility	:	Career Service (Sub-Professional)
Competencies	:	

Computer Skills

Ability to proficiently operate computers and skillfully use varied computer applications, and knowledgeable in QGIS or Arc GIS software.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.

Records Handling

Ability to arrange and organize files/documents for easy retrieval.

Communication Skills

Good in oral and written communications and able to share information through verbal, written, electronic means.

Research Skills

Conversant with the various research techniques and strategies, and capable in assisting researchers in the preparation, implementation, and reportorial requirements of any study.

Dependability/Reliability

Ability to perform assigned tasks, finishing assigned projects, meeting deadlines and achieves desired result with minimal supervision.

Duties :

- Compiles research documents and manages research database;
- Assists in the collection, analysis and review of experimental data, preferably GIS based data;
- Assists in preparing and writing proposals for funding agencies;
- Helps prepare progress reports on research for funding institutions as required;
- Provides assistance in the design of survey instruments such as questionnaires, preferably GIS-based;
- Assists with the preparation of research reports and manuscripts for publication in journals and presentation at conferences;
- Performs other related activities / work as required by the immediate supervisor.

POSITION TITLE	:	Administrative Assistant II (Clerk IV)
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-ADAS2-2-2007
Status	:	Permanent
Salary Grade	:	8
Monthly Salary	:	P 16,282.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service (Subprofessional)
Competencies	:	

Computer Skills

Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems.

Communication Skills

Ability to prepare minutes of meeting, respond to queries and clearly transmit information to students, clients, co-workers and superiors.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.

Customer Service

Understands the customer's perspective and committed to satisfy clients' needs.

Record Management

Ability to arrange and organize files/documents for easy retrieval.

Duties :

- Issues ORF to students;
- Issues semestral rating to students;
- Prepares TOR and other academic records;
- Releases diploma and other school credentials;
- Validates and issues Official Registration Form of students;
- Prepares requests for student's F137 (for High School Grad) and Official TOR (transferees);
- Maintain student's records and files;
- Performs other related activities/work as required

POSITION TITLE	:	Administrative Aide III (Clerk I)
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-ADA3-73-2004
Status	:	Permanent
Salary Grade	:	3
Monthly Salary	:	P 11,914.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Subprofessional)
Competencies	:	

Computer Skills

Ability to proficiently operate computers and skillfully use varied computer applications, as well as skills in internet navigation and email systems.

Record Management

Ability to maintain an efficient and systematic filing system, which includes identifying, classifying, storing, securing, retrieving, tracking and disposing or preserving office files/documents.

Communication Skills

Ability to respond to queries and clearly transmit information to clients, co-workers and superiors.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of duties.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.

Customer Service

Understands the customer's perspective and committed to satisfy clients' needs.

Dependability/Reliability

Ability to perform assigned tasks, finishing assigned jobs and achieves desired result with minimal supervision.

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;
- Assists in making all the preparations for the conduct of trainings, meeting & other 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	:	Administrative Aide V (Carpenter II)
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-ADA5-2-2010
Status	:	Permanent
Salary Grade	:	5
Monthly Salary	:	P 13,481.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	Must be able to read and write/Elementary School Graduate
Experience	:	1 year of relevant experience
Training	:	4 hours or relevant training
Eligibility	:	Carpenter (MC 11, 96- Cat 1)
Competencies	:	

Technical Skills

Strength in terms of skills & knowledge to perform assigned tasks and cuddles continued growth & learning.

Behavioral Competence

Honest, ethical, and legal conduct in the performance of job

Work Efficiency

Ability to do assigned tasks with least use of time and resources.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships.

Duties:

- Performs preventive maintenance of furniture and fixtures in classrooms/laboratories;
- Does repairs and maintenance of office furniture and fixtures;
- Assists in repair and maintenance of buildings and structures;
- Fabricates furniture and fixtures as requested;
- Performs other duties as may be directed.

POSITION TITLE	:	Construction and Maintenance Foreman
No. of Vacancy	:	1
Item No. (Station)	:	SLSUB-CMF-35-2004
Status	:	Permanent
Salary Grade	:	8
Monthly Salary	:	P 16,282.00
Monthly Allowance	:	P 2,000.00

Minimum Qualifications

Education	:	High School Graduate
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	None Required
Competencies	:	

Technical Skills

Strength in terms of skills & knowledge to perform assigned tasks and cuddles continued growth & learning.

Behavioral Competence

Honest, ethical, and legal conduct in the performance of job

Work Efficiency

Ability to do assigned tasks with least use of time and resources.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships.

Supervising Projects

Ability to plan the work and influence others to work according to the plans/ program of work and specifications.

Duties:

- Does preventive and requested maintenance work for physical facilities including furniture, cabinets, floor, walls, partitions, windows, door, ceiling & etc.;
- Construct low-cost projects & fabricates furniture;
- Prepares drawing and bill of materials for proposed minor repairs, fabrication job, and other low-cost projects;
- Regularly inspects physical facilities to determine those needing repairs, alterations, & improvements and report findings to PPDM Officer;
- Always ensures that all buildings & structures are safe for dwelling and free from pests such as rats, termites, & etc.;
- Performs additional duties as required.

Documents Required:

1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
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;
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 **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 Chair