



## Interested applicants may send their applications to

[tomas\\_oppus@southernleytestateu.edu.ph](mailto:tomas_oppus@southernleytestateu.edu.ph)

### Documentary Requirements *(scanned or photocopy)*

1. Application letter

*Indicate specific item number & addressed to:*

**DR. CLEMENTE H. COBILLA**

Campus Director  
Southern Leyte State University  
Tomas Oppus Campus  
San Isidro, Tomas Oppus,  
Southern Leyte

2. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records / Diploma \*
5. CSC Eligibility Document \*
6. Employment Certificate/s \*
7. Training Certificate/s \*
8. Service Record \*\*
9. Most recent performance rating \*\*

*\* Must reflect AT LEAST the credentials that meet minimum qualification standards.*

*\*\* For government employees*

**APPLICATIONS WITH INCOMPLETE  
DOCUMENTARY REQUIREMENTS WILL  
NOT BE ACCEPTED.**

## Equal Employment Opportunity Principle

It is the policy of Southern Leyte State U to strictly adhere to the principles of merit. Competence, fitness and equality. It will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual, orientation, gender and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Posting Start Date:  
**April 19, 2024**

Deadline of Submission of Applications:  
**May 2, 2024**

## NOTICE OF VACANCY

Position Title : **Office Clerk**  
Item Number : **N/A**  
Assignment : **Tomas Oppus Campus/ Office of the Graduate School**  
Salary : **595.00 per day**  
Status : **Job Order**

### QUALIFICATION STANDARDS:

Education : **Completion of two years in college**  
Experience : **None required**  
Training : **None required**  
  
Eligibility : **None required**

### CORE COMPETENCIES:

**N/A**

### LEADERSHIP COMPETENCIES:

**N/A**

### Duties and Responsibilities of the Position

Prepares office communications, reports, and other office documents;
Maintains office documents and records in a safe and orderly manner;
Facilitates the enrolment, qualifying exam, comprehensive exam, design hearing, final oral defense, and other office-related activities;
Perform other related functions as assigned by the Immediate Supervisor;
Does other related messengerial tasks.

Prepared by:

**(SGD)ABEGAIL L. BANO**  
Administrative Officer IV (HRMO II)

Noted by:

**(SGD)CLEMENTE H. COBILLA, Ph.D**  
Campus Director/Chairperson, HRMP SB