



Publication of Vacant Position

Head of Agency	:	CONSTANTINO G. MEDILO, JR.
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
Contact Person	:	ALEX S. MABULAY
Position	:	HRMD Officer-Designate
E-mail Address	:	amabulay@southernleytestateu.edu.ph
Contact Numbers	:	09208783675

POSITION TITLE	:	Office Clerk
No. of Vacancy	:	1
Status	:	Casual
Daily Rate	:	667.00
Minimum Qualifications	:	
Education	:	Completion of an Associate or Bachelor's Degree in a related field
Experience	:	Atleast 1 year of relevant experience
Training	:	None Required
Eligibility	:	None Required

Competencies Required	:	None
Skills and Ability	:	
	:	1. Good customer service skills
	:	2. Proficient in communication skills
	:	3. Knowledgeable in MS Office
	:	4. Detailed oriented and organizational skills

Duties and Responsibilities	:	
	:	1. Perform administrative tasks such as filing, printing copies, answering phones and taking messages
	:	2. Ensure smooth running office task
	:	3. Assisting in maintaining office file/records
	:	4. Review documents for signature
	:	5. Typically work closely with immediate supervisor and may be entrusted to take notes at confidential letters, meetings and memos containing personal data
	:	6. Preparing and distributing office memos, letters and meetings
	:	7. Assisting other office related task

Documents Required:

1. Application letter addressed to:
CONSTANTINO G. MEDILO, JR.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Certificates of trainings/seminars attended during the last five (5) years

Submit your application not later than **February 04, 2023.**

Prepared by:

Noted by:

(SGD) ALEX S. MABULAY, MBA
HRMD Officer, Designate

(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D
Campus Director

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