



## Publication of Vacant Position

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

<b>POSITION TITLE</b>	:	<b>Office Clerk</b>
No. of Vacancy	:	1
Status	:	<b>Casual</b>
Daily Rate	:	667.00
<b>Minimum Qualifications</b>	:	
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

<b>Competencies Required</b>	:	<b>None</b>
<b>Skills and Ability</b>	:	
	:	<ol style="list-style-type: none"> <li>1. Good customer service skills</li> <li>2. Proficient in communication skills</li> <li>3. Knowledgeable in MS Office</li> <li>4. Detailed oriented and organizational skills</li> </ol>

<b>Duties and Responsibilities</b>	:	
	:	<ol style="list-style-type: none"> <li>1. Perform administrative tasks such as filing, printing copies, answering phones and taking messages</li> <li>2. Ensure smooth running office task</li> <li>3. Assisting in maintaining office file/records</li> <li>4. Review documents for signature</li> <li>5. Typically work closely with immediate supervisor and may be entrusted to take notes at confidential letters, meetings and memos containing personal data</li> <li>6. Preparing and distributing office memos, letters and meetings</li> <li>7. Assisting other office related task</li> </ol>

**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:
<b>(SGD)ALEX S. MABULAY, MBA</b> <b>HRMD Officer, Designate</b>	<b>(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D</b> <b>Campus Director</b>

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