



### 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:  
**March 18, 2024**

Deadline of Submission of Applications:  
**March 29, 2024**

## NOTICE OF VACANCY

Position Title : **Laboratory In-charge/ Utility (Job Order)**  
 Item Number : **N/A**  
 Assignment : **Tomas Oppus Campus/ BSED Science**  
 Salary : **530.00 per day**  
 Status : **Job Order**

#### QUALIFICATION STANDARDS:

Education : **None required**  
 Experience : **None required**  
 Training : **None required**

Eligibility : **None required**

#### CORE COMPETENCIES:

N/A

#### LEADERSHIP COMPETENCIES:

N/A

#### Duties and Responsibilities of the Position

Maintains glassware, logs and record books;
Receives and prepares requests of laboratory apparatuses/ materials needed for laboratory activities;
Assists the instructors during laboratory activities;
Maintains the cleanliness and orderliness of the science laboratory counter and the stock room;
Ensures that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment;
Maintains the cleanliness of the science building including the science laboratory rooms, and the science and math office
Does other duties related to the task.

Prepared by:

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

Noted by:

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