



Publication of Vacant Position

Head of Agency : **DR. FRANCIS ANN R. SY**
Position : **OIC, SLSU**
Mailing Address : **Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte**

Contact Person : **HAZELLE V. ASALDO, MDM**
Position : **Administrative Officer V / Director, UHRMD**
E-mail Address : **recruitment_sg@southernleytestateu.edu.ph**
Contact Numbers : **0908-867-1263**
Date of Recruitment : **January 11, 2023**

POSITION TITLE : **Utility Worker**
No. of Vacancy : **1**
Item No. (Station) : **N/A**
Salary Grade : **N/A**
Salary per Day : **P 530.00**
Monthly Allowance : **N/A**

Minimum Qualifications

Education : **Must be able to read and write**
Experience : **None required**
Training : **None required**
Eligibility : **None required**

Duties:

- Cleans offices, lobbies, surrounding areas and grounds of REIS Building;
- Cleans and disinfect comfort rooms of REIS Building;
- Weed unwanted grasses in the landscape areas and plant boxes;
- Replant and trim plants in landscape areas and plant boxes;
- Rear indoor plants and replant ornamental plants
- Collect and dispose garbage;
- Cleans all garbage bins and keep them in their proper place
- Performs other duties as may be directed.

Documents Required:

1. Application letter addressed to:
DR. FRANCIS ANN R. SY
Officer-In-Charge
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 for the last 5 yrs;
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 **January 13, 2023.**

Prepared by:

Noted by:

(SGD) HAZELLE V. ASALDO, MDMD
Administrative Officer V/ Director, UHRMD

(SGD) MABEL R. CALVA, MM
VP for Admin. & Finance /HRMPSB Chair