



Interested applicants may send
their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements (scanned or photocopy)

- 1. Application letter
Indicate specific item number & addressed to:

DR. CONSTANTINO G. MEDILO, JR.
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:
October 16, 2023

Deadline of Submission of Applications:
October 28, 2023

NOTICE OF VACANCY

Position Title : Administrative Aide VI (Electrician II)
Item Number : SLSUB-ADA6-64-2004
Assignment : Tomas Oppus Campus/ PPDMO
Salary Grade : 06
Status : Permanent

QUALIFICATION STANDARDS:

Education : High School Graduate or Completion of relevant vocational/ trade course
Experience : None required
Training : None required

Eligibility : Electrician (Building Wiring) (-250 volts) (MC 11, s. 96- Cat. I)

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

10%	Supports the strategic objectives of the University.
20%	Installs, maintains, and repairs electrical systems in buildings and structures of the campus
20%	Executes wiring plans, install fixtures and equipment, and ensure safety compliance
20%	Performs general electrical maintenance and corrective/preventive maintenance on electrical systems, electrical panels, and circuits for security measures
20%	Submits status reports of assigned areas.
10%	Performs organizational support functions and does related work as directed by higher authorities.
100%	

Prepared by:

ABEGAIL L. BANO
HRMO-Designate

Noted by:

CONSTANTINO G. MEDILO, JR., PhD
Campus Director/Chairperson, HRMPBS