



Interested applicants may send their applications to

recruitment_sg@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

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

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, 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:
November 3, 2023

Deadline for Submission of Applications is extended until:
December 26, 2023

NOTICE OF VACANCY

Position Title : **Administrative Officer V (Administrative Officer III)**
Item Number : **SLSUB-ADOF5-25-2023**
Assignment : **Sogod Campus (Quality Assurance Office)**
Salary Grade : **SG 18 (P 46,725.00)**
Status : **Permanent**

QUALIFICATION STANDARDS

Education : **Bachelor's degree**
Experience : **2 years of relevant experience**
Training : **8 hours of relevant training**
Eligibility : **Career Service (Professional)/ Second Level Eligibility**

Position Title : **Administrative Officer IV (Administrative Officer II)**
Item Number : **SLSUB-ADOF4-24-2023**
Assignment : **Sogod Campus (Quality Assurance Office)**
Salary Grade : **SG 15 (P 36,619.00)**
Status : **Permanent**

QUALIFICATION STANDARDS

Education : **Bachelor's degree**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **Career Service (Professional)/ Second Level Eligibility**

Prepared by:

Noted by:

GORDON B. OPINA
Administrative Officer V (HRMO III)

DEWOOWOGEN P. BACLAYON
VP for Admin. & Finance/
Chairperson, HRMPSB for Staff