



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:
February 26, 2024

Deadline of Submission of Applications:
March 7, 2024

NOTICE OF VACANCY

Position Title : Utility Worker/ Helper (Job Order)
 Item Number : N/A
 Assignment : Tomas Oppus Campus/ ICT Dept
 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

Provides support in constructing computer desk
Carry out cleaning tasks in the nearby area
Preferably with own Circular Cutting Saw and Power Sander

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO-Designate

Noted by:

(SGD)CONSTANTINO G. MEDILO, JR., PhD
Campus Director/Chairperson, HRMPSB