



Publication of Vacant Position

Head of Agency	:	CONSTANTINO G. MEDILO, JR.
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
 Contact Person	 :	 ALEX S. MABULAY
Position	:	HRMD Officer-Designate
E-mail Address	:	amabulay@southernleytestateu.edu.ph
Contact Numbers	:	09208783675

POSITION TITLE	:	Office Clerk
No. of Vacancy	:	1
Status	:	Job Order
Daily Rate	:	Php 500.00
Section/Unit Assignment	:	Accounting Office

Minimum Qualifications

Education	:	BSA or Any Business Related Course
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required

Competencies Required	:	None
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Duties and Responsibilities

1. Records all Incoming and Outgoing documents;
2. Assist in processing Liquidation Reports;
3. Prepares daily Expense Monitoring Summary;
4. Prepares supplies costing;
5. Conducts other related task required by the Office.

Documents Required:

1. Application letter addressed to:
CONSTANTINO G. MEDILO, JR.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Certificates of trainings/seminars attended during the last five (5) years

Submit your application not later than **November 21, 2022.**

Prepared by:

Noted by:

(SGD) ALEX S. MABULAY, MBA
HRMD Officer, Designate

(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D
Campus Director

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