



## **Publication of Vacant Position**

<b>Head of Agency</b>	:	<b>CONSTANTINO G. MEDILO, JR.</b>
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
<b>Contact Person</b>	:	<b>ALEX S. MABULAY</b>
Position	:	HRMD Officer-Designate
E-mail Address	:	<a href="mailto:amabulay@southernleytestateu.edu.ph">amabulay@southernleytestateu.edu.ph</a>
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**  
**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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