



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:

January 29, 2024

Deadline of Submission of Applications:

February 12, 2024

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE ASSISTANT I
(Computer Operator I)**
Item Number : **SLSUB-ADAS1-39-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **07**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of two years in college or
High School Graduate with relevant
vocational/ trade course**
Experience : **None required**
Training : **None required**
Eligibility : **Career Service (Subprofessional)
Data Encoder (MC 11, s. 96 – Cat. I)
First Level Eligibility**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

50%	In-charge in the repair and maintenance of all computer units of the campus to include the connection of the internet laboratory;
20%	Does encoding, programming and other computer manipulations as maybe required;
10%	Assists the Computer Programmer in the operations of the internet laboratory;
10%	Establishes a sound inventory of all computer units as well as its serviceability
10%	Performs other functions as maybe required by supervisors.
100%	

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO II

Noted by:

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