



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

Table with 2 columns: Percentage and Description of duties. Includes tasks like repair and maintenance of computer units, encoding, programming, and inventory management.

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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

