



**NOTICE OF VACANCY**

January 10, 2023

Position:	<b>(1) Campus Nurse</b>
Employment Status:	<b>Job Order</b>
Salary:	<b>595.00/ day</b>
Duration:	<b>Six (6) months (Renewable)</b>
Area of Assignment:	<b>Southern Leyte State University – Maasin City Campus</b>
Section/ Unit:	<b>Student and Auxiliary Services Office</b>
Reports to:	<b>Head, Student and Auxiliary Services- Designate</b>
<b>Qualifications:</b> (Preferred Qualifications Standard)	
Education:	BS in Nursing
Experience:	At least 1 year of relevant experience
Training:	None Required
Eligibility:	Registered Nurse (RN)
Others:	Successful candidate must be pro-active, can work with less supervision, coachable, and has sense of urgency

**Duties and Responsibilities:**

1. Manage the Campus Medical/ Health Services needed.
2. Perform other relevant tasks that may be assigned by the Immediate Supervisor.

**Documents Required:**

1. Application Letter should be addressed to:

**MARIA ESTELA E. ROA, Ed. D.**

Campus Director

SLSU-Maasin City Campus

Tunga-tunga, Maasin City

2. Comprehensive Curriculum Vitae
3. Personal Data Sheet (CS Form No. 212, Revised 2017)
4. Photocopy of Transcript of Records (TOR) or Diploma
5. Certificate of Trainings and Seminars (if applicable)

*Interested applicant must send their application papers with supporting documents not later than **January 20, 2023** to SLSU-Maasin City Campus, HRM Office or through email: [hr\\_mcc@southernleytestateu.edu.ph](mailto:hr_mcc@southernleytestateu.edu.ph). For any concerns, kindly contact **Ms. Gloreina M. Mercado, HRMO Designate** through this number: **09175358114**.*



### NOTICE OF VACANCY

January 10, 2023

Position:	<b>(1) Library Staff</b>
Employment Status:	<b>Job Order</b>
Salary:	<b>595.00/ day</b>
Duration:	<b>Six (6) months (Renewable)</b>
Area of Assignment:	<b>Southern Leyte State University – Maasin City Campus</b>
Section/ Unit:	<b>Student and Auxiliary Services Office</b>
Reports to:	<b>Head, Student and Auxiliary Services- Designate</b>
<b>Qualifications: (Preferred Qualifications Standard)</b>	
Education:	Bachelor's degree graduate
Experience:	At least 1 year of relevant experience
Training:	None Required
Eligibility:	None Required
Others:	Successful candidate must be pro-active, can work with less supervision, coachable, and has sense of urgency

#### Duties and Responsibilities:

1. Manage and facilitate online library resources.
2. Perform other relevant tasks that may be assigned by the Immediate Supervisor.

#### Documents Required:

1. Application Letter should be addressed to:

**MARIA ESTELA E. ROA, Ed. D.**

Campus Director

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Tunga-tunga, Maasin City

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### NOTICE OF VACANCY

January 10, 2023

Position:	<b>(1) Procurement Staff / Canvasser</b>
Employment Status:	<b>Job Order</b>
Salary:	<b>595.00/ day</b>
Duration:	<b>Six (6) months (Renewable)</b>
Area of Assignment:	<b>Southern Leyte State University – Maasin City Campus</b>
Section/ Unit:	<b>Procurement Office</b>
Reports to:	<b>Procurement Officer- Designate</b>
<b>Qualifications:</b> (Preferred Qualifications Standard)	
Education:	Bachelor's degree graduate
Experience:	At least 1 year of relevant experience
Training:	None Required
Eligibility:	None Required
Others:	Successful candidate must be pro-active, can work with less supervision, coachable, and has sense of urgency

#### Duties and Responsibilities:

1. Conduct a market study, canvass items and other procurement related task.
2. Perform other relevant tasks that may be assigned by the Immediate Supervisor.

#### Documents Required:

1. Application Letter should be addressed to:

**MARIA ESTELA E. ROA, Ed. D.**

Campus Director

SLSU-Maasin City Campus

Tunga-tunga, Maasin City

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## NOTICE OF VACANCY

January 10, 2023

Position:	<b>(2) Utility Workers (1 Male &amp; 1 Female)</b>
Employment Status:	<b>Job Order</b>
Salary:	<b>595.00/ day</b>
Duration:	<b>Six (6) months (Renewable)</b>
Area of Assignment:	<b>Southern Leyte State University – Maasin City Campus</b>
Section/ Unit:	<b>General Services</b>
Reports to:	<b>General Services Officer</b>
<b>Qualifications: (Preferred Qualifications Standard)</b>	
Education:	At least High School Graduate
Experience:	At least 1 year of relevant experience
Training:	None Required
Eligibility:	None Required
Others:	Successful candidate must be pro-active, can work with less supervision, coachable, and has sense of urgency

### Duties and Responsibilities:

1. Responsible in maintaining the cleanliness of the Campus premises.
2. Perform other relevant tasks that may be assigned by the Immediate Supervisor.

### Documents Required:

1. Application Letter should be addressed to:

**MARIA ESTELA E. ROA, Ed. D.**

Campus Director

SLSU-Maasin City Campus

Tunga-tunga, Maasin City

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### NOTICE OF VACANCY

January 10, 2023

Position:	<b>IT Staff</b>
Employment Status:	<b>Job Order</b>
Salary:	<b>595.00/ day</b>
Duration:	<b>Six (6) months (Renewable)</b>
Area of Assignment:	<b>Southern Leyte State University – Maasin City Campus</b>
Section/ Unit:	<b>Campus Information Systems and Analytics</b>
Reports to:	<b>CISA Head</b>
<b>Qualifications: (Preferred Qualifications Standard)</b>	
Education:	BSIT Graduate
Experience:	None Required
Training:	None Required
Eligibility:	None Required
Others:	Successful candidate must be pro-active, can work with less supervision, coachable, and has sense of urgency

#### Duties and Responsibilities:

1. Networking, Photo/Video Editing, Computer troubleshooting, Hardware/Software Servicing, etc.
2. Perform other relevant tasks that may be assigned by the Immediate Supervisor.

#### Documents Required:

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Campus Director  
SLSU-Maasin City Campus  
Tunga-tunga, Maasin City
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