



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: op@slsuonline.edu.ph
Telefax No.: (053) 382-3294

Publication of Vacant Position

Head of Agency : **DR. PROSE IVY G. YEPES**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte

Contact Person : **VENUS MAE S. RADORES**
Position : Administrative Officer II (HRMO I)
E-mail Address : vmsr.hr@gmail.com
Contact Numbers : (053) 577-8223
Date of Recruitment : June , 2017

POSITION TITLE : **Dormitory Attendant**
No. of Vacancy : **1**
Item No. (Station) : **SLSUB-DORMA-78-2004**
Status : **Permanent**
Salary Grade : **3**
Monthly Salary : **P 11,387.00**
Monthly Allowance : **P 2,000.00**

Minimum Qualifications

Education : **at least High School graduate**
Experience : **at least 6 months of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **None**
Competencies :

Behavioral Competence

With self-stating personality and cool temperament as well as adhere to moral and legal conduct in the performance of duties.

Communication Skills

Ability to communicate information in a perfect and student-friendly way, be it in group or individual situation.

Interpersonal Effectiveness

Ability to establish and maintain rapport with dormers, visitors, and variety of people by establishing/maintaining personal connections with them.

Housekeeping Skills

Effective house person and highly skilled in cleaning/housekeeping.

Supervisory & Problem Solving Skills

Ability to manage dormers & dorm operations, and able to quickly evaluate crisis situation and respond appropriately.

Duties :

- Supervises the dormers, responding to requests and emergencies during duty and off duty hours (on-call basis);
- Maintains the cleanliness, orderliness and beautification of the dormitory both inside and out;
- Enforces policies and rules of the dormitory and imposes discipline;
- Recommends policies for the betterment of the dormitory and dormers;
- Monitors the in and out of the dormers;
- Reports any violation committed by the dormers to the Director of OSAS;
- Ensures timely payment of rentals of all dormers for their occupancy in the dorm;
- Acts as liaison between dormers and university officials, particularly regarding issues and concerns about their stay in the dorm;
- Conduct periodic meeting with dormers for the purpose of disseminating information, resolving issues and concerns, schedule of cleaning & study, curfew hours & etc;
- Regularly assess the physical condition of the rooms to ensure safety of dormers;
- Provide assistance to dormers as they accomplish daily tasks;
- Does other related work as directed.

Documents Required:


1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Service Record/Certificate of Employment (if any)
5. Certificates of trainings/seminars attended during the last five (5) years
6. Authenticated copy of eligibility (if any)

Submit your application not later than **July 11, 2017.**

Prepared by:


VENUS MAE S. RADORES
Administrative Officer II (HRMO I)

Noted by:


VALERIO B. CABALO, Ph.D.
VP for Admin. & Finance /
PSB Chairperson