



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
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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 : **VERONICA L. REOMA**
Position : Administrative Officer V / HRMO III
E-mail Address : vlreoma@yahoo.com / slsumaincampus@gmail.com
Contact Numbers : (053) 577-8223
Date of Republication : April 2, 2018

POSITION TITLE : **Construction and Maintenance Foreman**
No. of Vacancy : **1**
Item No. (Station) : **SLSUB-CMF-35-2004**
Status : **Permanent**
Salary Grade : **8**
Monthly Salary : **P 16,282.00**
Monthly Allowance : **P 2,000.00**

Minimum Qualifications

Education : **Completion of relevant vocational/trade course**
Experience : **1 year of relevant experience**
Training : **8 hours of training**
Eligibility : **None Required**
Competencies :

Technical Skills

Strength in terms of skills & knowledge to perform assigned tasks and cuddles continued growth & learning.

Behavioral Competence

Honest, ethical, and legal conduct in the performance of job

Work Efficiency

Ability to do assigned tasks with least use of time and resources.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisor and co-workers to deliver outputs and values good working relationships.

Supervising Projects

*Ability to plan the work and influence others to work according to the plans/
program of work and specifications.*

Duties:



- Regularly inspects physical facilities to determine those needing repairs, alterations, & improvements and report findings to PPDM Officer;
- Does preventive and requested maintenance work for physical facilities;
- Prepares drawing and bill of materials for proposed minor repairs, fabrication job, and other low-cost projects as requested;
- Always ensures that all buildings & structures are safe for dwelling and free from pests such as rats, termites, & etc.;
- Repairs furniture, cabinets, floor, walls, partitions, windows, door, ceiling & etc.

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
6. Authenticated copy of eligibility (if any)

Submit your application not later than April 27, 2017.

Prepared by:


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

Noted by:


PROSE IVY G. YEPES, Ed.D.
University President