



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. CLEMENTE H. COBILLA
Campus Director
Southern Leyte State University
Tomas Oppus Campus
San Isidro, Tomas Oppus,
Southern Leyte

2. Updated CV/ Resume
3. Transcript of Records / Diploma *
4. CSC Eligibility Document *
5. Employment Certificate/s *
6. Training Certificate/s *
7. Service Record **
8. 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:
December 17, 2024

Deadline of Submission of Applications:
December 31, 2024

NOTICE OF VACANCY

Position Title : **Office Clerk**
Item Number : **N/A**
Assignment : **Tomas Oppus Campus/ Office of the
Laboratory High School Principal**
Salary : **595.00 per day**
Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Completion of two years in college**
Experience : **None required**
Training : **None required**

Eligibility : **None required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Collects and updates data of Grade 7, 8, 9, 10, 11 and 12 students.
Submits reports of the data online with hard copy to DepEd.
Utilizes knowledge and understanding of operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquires of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
Maintains an overview of departmental responsibilities and deadlines, updates, and evaluates departmental policies and operational procedures.
Update school profile of Junior Laboratory High School through EBEIS online.
Monitor new updates of LIS and others through online.
Teach whenever the teacher of the Junior Laboratory High School is absent, on travel and on-leave.
Assist teachers in Junior Laboratory High School.
Does related works.

Prepared by:

(SGD)ABEGAIL L. BANO
Administrative Officer IV (HRMO II)

Noted by:

(SGD)CLEMENTE H. COBILLA, Ph.D
Campus Director/Chairperson, HRMPSB