



Interested applicants may send their applications to

<https://hrmis.southernleytestateu.edu.ph/job-vacancy> in PDF File

Documentary Requirements (scanned or photocopy)

1. Application letter
Indicate position title & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, 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. 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:
August 1, 2025

Deadline of Submission of Applications:
August 6, 2025

NOTICE OF VACANCY

Position Title : **(5) Research Assistants**
 Item Number : **N/A**
 Assignment : **Sogod Campus (VPRIES)**
 Rate per day : **Php 595.00**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Bachelor's Degree**
 Experience : **None required**
 Training : **None required**
 Eligibility : **None required**

CORE COMPETENCIES: *N/A*

LEADERSHIP COMPETENCIES: *N/A*

Duties and Responsibilities of the Position

- a. Consolidating research results, analyzing and summarizing findings, and preparing manuscripts for publication in reputable journals.
- b. Drafting and submitting a comprehensive terminal report to the funding agency.
- c. Serve as technical support and facilitates seminars, trainings and conferences.
- d. Assist the researchers in the conduct of the projects.
- e. Performed tasks as requested by the immediate supervisor.

Prepared by:

(SGD) GORDON B. OPINA, MPA
Director, University Human Resource Management and Development Office

Noted by:

(SGD) DR. DEWOOWOGEN P. BACLAYON
Vice President for Admin & Finance
Chairperson, HRMPSB for Staff