



## Interested applicants may send their applications to

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

### Documentary Requirements *(scanned or photocopy)*

- Application letter  
*Indicate position title & addressed to:*  
  
**DR. JUDE A. DUARTE**  
University President  
Southern Leyte State University  
Sogod, Southern Leyte
- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- Transcript of Records / Diploma \*
- Employment Certificate/s \*
- Training Certificate/s \*
- Service Record\*\*
- 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 : **(1) Utility Worker**  
 Item Number : **N/A**  
 Assignment : **Sogod Campus (University Library)**  
 Rate per day : **Php 530.00**  
 Status : **Job Order**

### QUALIFICATION STANDARDS:

Education : **At least high school level**  
 Experience : **With experience in laborious work and physically fit**  
 Training : **None required**  
 Eligibility : **None required**

CORE COMPETENCIES: **N/A**

LEADERSHIP COMPETENCIES: **N/A**

### Duties and Responsibilities of the Position

- Maintain the cleanliness, orderliness, and functional condition of the Learning Commons spaces, restrooms, offices, hallways, ramps, glass doors, glass walls, and glass windows.
- Maintain the plants and clean surroundings of the Learning Commons building.
- Segregate trash and empty wastebaskets/trash bins for scheduled disposal.
- Dust library furniture, equipment, and sanitize the computer daily.
- Assists library staff, visitors, and other employees as necessary.
- Checks the library building at the beginning and end of duty.
- Follows all applicable safety rules and procedures, especially in safeguarding library materials and equipment.
- Follows the university energy measures and other university policies.
- Reports of work accomplished to the Library Director.
- Does other related work as directed by the university librarian.

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