



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 specific item number & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, Southern Leyte
- Duly accomplished Personal Data Sheet (PDS) 2025 (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- Transcript of Records and Diploma *
- CSC Eligibility Document * *(if applicable)*
- Employment Certificate/s * *(if applicable)* as reflected in PDS
- Training Certificate/s **(if applicable)* as reflected in PDS
- Service Record **
- Most recent performance rating ***(2 rating period)*
- NBI Clearance

* Must reflect AT LEAST the credentials that meet minimum qualification standards.

** For government employees

Note: ALL attachments must be certified true copy

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:
March 6, 2026

Deadline of Submission of Applications:
March 13, 2026

Note: All applicants must access to the online job portal to start their application process.

NOTICE OF VACANCY

Position Title : **Visiting Medical Officer**
 Item Number : **N/A**
 Assignment : **Sogod Campus (University Clinic)**
 SG/Rate per day: **Php 20,000.00 per month**
(10 hours per week, at least one hour per day)
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Doctor of Medicine**
 Experience : **None Required**
 Training : **None Required**
 Eligibility : **RA 1080 (Physician)**

CORE COMPETENCIES: N/A

LEADERSHIP COMPETENCIES: N/A

Duties and Responsibilities of the Position

Duties and Responsibilities of Medical Doctor:

- Provide medical care and first aid to students and staff;
- Provide medical care and treatment for minor illnesses or injuries and maintain individualized care plans;
- Administer physical examination and issue corresponding medical certificates;
- Conduct medical consultations and clinical assessments;
- Prescribed appropriate medications, when necessary;
- Respond to medical emergencies and coordinate referrals when necessary;
- Perform medically related tasks that require the attention, judgement, or intervention of a Licensed Medical Doctor, including other tasks that may be required by the Dentist III (Immediate Supervisor/Head, Health Services).
- Shall report 10 hours per week, at least 1 hour a day.

Prepared by:

(SGD)GORDON B. OPINA, JD, MPA
Administrative Officer V (HRMO III)

Noted by:

(SGD)DR. CHRISTINE ALMA MAE M. DAGUPLO, CPA
Vice President for Admin & Finance

