



**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

**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:  
**May 29, 2026**

Deadline of Submission of Applications:  
**June 9, 2026**

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

**NOTICE OF VACANCY**

Position Title : **Five (5) Laboratory Staff**  
 Item Number : **N/A**  
 Assignment : **Sogod Campus** (Engineering Lab, Food Tech Lab, Hospitality Management & Tourism Management Laboratory, Criminology Lab, Industrial Tech Lab)  
 SG/Rate per day: **Php 595.00**  
 Status : **Job Order**

**QUALIFICATION STANDARDS:**

Education : **Bachelor's Degree (preferably relevant to the Laboratory assignment: BS Engineering, BSHM/BSTM, BSFT, BS Crim, BSIT)**  
 Experience : **None Required**  
 Training : **None Required**  
 Eligibility : **None Required**

**Duties and Responsibilities of the Position**

Job Order Office Clerk:

- In-charge of the operational activities in the laboratory rooms;
- Dispenses chemicals, apparatus, instruments, tools and equipment as well as supplies and materials during laboratory activities;
- Assists the instructors in setting up laboratory experiments;
- Performs calibration and/or repairs of damaged apparatuses, instruments and equipment;
- Restores the dispensed chemicals (if there are left-over during experiments);
- Recommends strategies to improve laboratory operations and cost cutting measures;
- Maintains the cleanliness and orderliness of the laboratory rooms;
- Prepares reports concerning laboratory operations;
- Does other work as maybe assign by the Instructors, Department Head and other University Officials.

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

