



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. Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records / Diploma *
5. CSC Eligibility Document *
6. Employment Certificate/s *
7. Training Certificate/s *
8. Service Record **
9. 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 18, 2025

Deadline of Submission of Applications: August 29, 2025

NOTICE OF VACANCY

Position Title : ADMINISTRATIVE OFFICER II (HRMO I)
Item Number : SLSUB-ADOF2-2-2012
Assignment : Tomas Oppus Campus/ Human Resource Management Office
Salary Grade : 11
Status : Permanent

QUALIFICATION STANDARDS:

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

Eligibility : Career Service (Professional) Second Level Eligibility

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Table with 2 columns: Percentage and Description of duties. Includes tasks like preparing activity proposals, faculty evaluation, HR initiatives, and secretariat duties.

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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

