



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 specific item number & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, Southern Leyte

2. Duly accomplished Personal Data Sheet (PDS) 2025 (CSC Form) and attached Work Experience Sheet
3. Updated CV/ Resume
4. Transcript of Records and Diploma *
5. CSC Eligibility Document * (if applicable)
6. Employment Certificate/s * (if applicable) as reflected in PDS
7. Training Certificate/s *(if applicable) as reflected in PDS
8. Service Record **
9. Most recent performance rating **(2 rating period)
10. NBI Clearance (certified true copy)

* 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:
January 29, 2026

Deadline of Submission of Applications:
February 2, 2026

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

NOTICE OF VACANCY

Position Title : **Utility Worker**
 Item Number : **N/A**
 Assignment : **Sogod Campus (RIES Office)**
 SG/Rate per day: **N/A**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Must be able to read and write**
 Experience : **None required**
 Training : **None Required**
 Eligibility : **None Required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Job Order Utility:

- a) Responsible for maintaining the cleanliness, functionality, and overall condition of the university's facilities and surroundings;
- b) Performs routine cleaning tasks such as sweeping, mopping, dusting, and vacuuming of the assigned areas.
- c) Follows all safety guidelines and procedures to ensure a safe working environment;
- d) Reports any unsafe conditions or equipment malfunctions to the Immediate Supervisor;
- e) Does other task related to work as assigned by the first party.

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

