



## 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 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 \*\*
- 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:  
**September 25, 2025**

Deadline of Submission of Applications:  
**October 5, 2025**

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

## NOTICE OF VACANCY

Position Title : **Laboratory Assistant**  
 Item Number : **N/A**  
 Assignment : **Sogod Campus (Department of Civil Engineering)**  
 Rate per day : **Php 595.00**  
 Status : **Job Order**

### QUALIFICATION STANDARDS:

Education : **Bachelor's degree (preferably engineering graduate)**  
 Experience : **None required**  
 Training : **None required**  
 Eligibility : **None required**

### CORE COMPETENCIES:

N/A

### LEADERSHIP COMPETENCIES:

N/A

### Duties and Responsibilities of the Position

Monitors laboratory equipment to determine schedule and need for calibration.
Conducts regular maintenance and minor repairs of laboratory tools and apparatus.
Manages inventory of equipment, materials, and consumables for laboratory use.
Enforces laboratory safety standards and assist in implementing risk prevention measures.
Organizes proper storage and labeling of equipment, samples, and hazardous materials.

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 Administration & Finance  
Chairperson, HRMPSB for Staff