



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

* 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 20, 2026

Deadline of Submission of Applications:
January 22, 2026

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

NOTICE OF VACANCY

Position Title : **Two (2) Academic Clerk**
 Item Number : **N/A**
 Assignment : **Sogod Campus**
 SG/Rate per day: **N/A**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Bachelor's Degree**
 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 Academic Clerk:

1. Updates and stores files to ensure they are accurate and accessible for other employees.
2. Types reports, letters and other documents.
3. Sorts mail and responding to it or distributing to appropriate employees.
4. Answers telephone calls and emails and redirecting them to other employees when appropriate.
5. Issues invoices and follow up outstanding payments
6. Takes directions and minutes during the meetings
7. Makes travel arrangements for other company employees' business trips
8. Monitoring office supplies and reporting when stock levels are low to the immediate supervisor
9. Does another related task as assign by the immediate supervisor.

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

