



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 ASSISTANT I (Computer Operator I)
Item Number : SLSUB-ADAS1-39-2004
Assignment : Tomas Oppus Campus
Salary Grade : 07
Status : Permanent

QUALIFICATION STANDARDS:

Education : Completion of two years in college (prior to 2018) or High School Graduate with relevant vocational/ trade course (2018) or Completion of Grade 12/ Senior High School under Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Experience : None required
Training : None required
Eligibility : Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First 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 operating computer hardware, submitting reports, implementing company policy, maintaining activity log, monitoring inventory, and related work.

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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

