



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:

January 22, 2025

Deadline of Submission of Applications:

February 5, 2025

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)**
Item Number : **SLSUB-ADOF1-31-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **10**
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

20%	Formulates records management policies and procedures for management approval;
15%	Creates and maintains proper records and filing system procedure and produce the records when needed;
15%	Coordinates with other departments any documentation required for the university's different programs/ activities;
15%	Develops disposal policies, transfer guidelines and archival procedures;
15%	Disposes records that qualify for disposition in accordance with government rules and regulations and university policies;
15%	Regularly provides training and workshops to campus personnel which outline basic program policies and procedures and office responsibilities;
5%	Performs other related works as may be directed by the supervisor.
100%	

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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