



Interested applicants may send their applications to

tomas_oppus@southernleytestateu.edu.ph

Documentary Requirements *(scanned or photocopy)*

- 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
- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- NBI Clearance
- Transcript of Records / Diploma *
- CSC Eligibility Document *
- Employment Certificate/s *
- Training Certificate/s *
- Service Record **
- 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:
October 21, 2025

Deadline of Submission of Applications:
October 31, 2025

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)**
 Item Number : **SLSUB-ADOF1-1-2011**
 Assignment : **Tomas Oppus Campus/ Supply Office**
 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%	Prepares Inventory Report of Property Plant and Equipment conducted by the inventory committee;
15%	Receives, checks and stores supplies and materials delivered by the different suppliers;
15%	Prepares Inspection and Acceptance Report (IAR);
15%	Prepares Requisition and Issue Slip (RIS) for the issuance of supplies and materials;
15%	Prepares Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS), and stickers for the issuance of non-expendable and semi-expendable items;
10%	Facilitates completeness of supporting documents of Disbursement Voucher prior to submission;
10%	Performs other related functions as instructed by the direct supervisor
100%	

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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