



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 position title & addressed to:

DR. JUDE A. DUARTE
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Duly accomplished Personal Data Sheet (CSC Form Revised 2025) 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 **
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:
October 8, 2025

Deadline of Submission of Applications:
October 18, 2025

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

NOTICE OF VACANCY

Position Title : **Medical Assistant**
 Item Number : **N/A**
 Assignment : **Sogod Campus (Health & Wellness Services)**
 Rate per day : **Php 595.00**
 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

Performs and monitors blood pressure taking of walk in employees and students.
Provides over-the-counter medicines as prescribed by the doctor on the walk-in patients.
Assists the nurse in giving medical health care needs of students and employees.
Assess the visiting physician in preparing the medical certificate with vital signs taking for off-campus activity.
Checks and fill-in medicines in the medicine cabinet.
Distribute medical certificate with physician signature.
Receives medical certificate with laboratory results of the incoming freshmen students.
In-charge in disposition of expired drugs.
Does other work-related tasks or as assigned by the head or first party.

Prepared by:

SGD GORDON B. OPINA, MPA
Director, University Human Resource Management and Development Office

Noted by:

SGD DEWOOWOGEN P. BACLAYON, PhD
Vice President for Administration & Finance
Chairperson, HRMPSB for Staff