



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. NBI Clearance
5. Transcript of Records / Diploma *
6. CSC Eligibility Document *
7. Employment Certificate/s *
8. Training Certificate/s *
9. Service Record **
10. 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 26, 2026

Deadline of Submission of Applications:
February 06, 2026

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI (Storekeeper II)**
Item Number : **SLSUB-ADA6-62-2004**
Assignment : **Tomas Oppus Campus**
Salary Grade : **06**
Status : **Permanent**

QUALIFICATION STANDARDS:

Education : **Completion of 2 years of studies in college (prior to 2018, OR Completion of Grade 12/Senior High School (starting 2016))**
Experience : **None required**
Training : **None required**
Eligibility : **Career Service (Subprofessional) First Level Eligibility**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

| | |
|------|--|
| 20% | Supervises the preparation of medium sized warehouse and or storeroom; engaged in receiving, storing, checking and issuing equipment and supplies; |
| 20% | Checks incoming and outgoing stocks in conformance with requisition or invoice; |
| 20% | Prepares and signs daily summaries of issuance and balances of supplies and materials; |
| 10% | Supervises the arrangement and classification of stocks-in-house and/ or storeroom; |
| 10% | Keeps warehouse and/ or storeroom in good storing condition to prevent pilferage and damage of stocks; |
| 10% | Responsible in the general cleanliness of the warehouse and environment; |
| 10% | Does related works. |
| 100% | |

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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