



**Interested applicants may send their applications to**

[tomas\\_oppus@southernleytestateu.edu.ph](mailto: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:  
**December 18, 2025**

Deadline of Submission of Applications:  
**January 2, 2025**

**NOTICE OF VACANCY**

Position Title : **ACCOUNTANT II**  
Item Number : **SLSUB-A2-21-2023**  
Assignment : **Tomas Oppus Campus/ Accounting Office**  
Salary Grade : **16**  
Status : **Permanent**

**QUALIFICATION STANDARDS:**

Education : **Bachelor's Degree in Commerce / Business Administration major in Accounting**  
Experience : **1 year of relevant experience**  
Training : **4 hrs of Relevant Training**  
Eligibility : **RA 1080 (Certified Public Accountant)**

**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

