



## Interested applicants may send their applications to

<https://hrmis.southernleytestateu.edu.ph/job-vacancy> in PDF File

### Documentary Requirements *(scanned or photocopy)*

- Application letter  
*Indicate position title & addressed to:*  
  
**DR. JUDE A. DUARTE**  
University President  
Southern Leyte State University  
Sogod, Southern Leyte
- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/ Resume
- Transcript of Records / Diploma \*
- Employment Certificate/s \*
- Training Certificate/s \*
- Service Record\*\*
- Most recent performance rating\*\*

*\* Must reflect AT LEAST the credentials that meet minimum qualification standards.*

*\*Preferred with Library experience*

*\*\* 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:  
**August 5, 2025**

Deadline of Submission of Applications:  
**August 10, 2025**

## NOTICE OF VACANCY

Position Title : **(1) Library Programmer**  
 Item Number : **N/A**  
 Assignment : **Sogod Campus (University Library)**  
 Rate per day : **Php 595.00**  
 Status : **Job Order**

### QUALIFICATION STANDARDS:

Education : **Bachelor of Science in Information Technology (major in Programming)**  
 Experience : **None required**  
 Training : **None required**  
 Eligibility : **None required**

CORE COMPETENCIES: *N/A*

LEADERSHIP COMPETENCIES: *N/A*

### Duties and Responsibilities of the Position

- Assist the daily operations of the Open Learning Hub Management.
- Provide library system support and maintenance.
- Maintenance of library website and digital tools management.
- Provide technical and ICT support in the library.
- Provide general and administrative tasks.

Prepared by:

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

Noted by:

**(SGD) DR. DEWOOWOGEN P. BACLAYON**  
Vice President for Admin & Finance  
Chairperson, HRMPSB for Staff