



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:

DANILO S. ESCOBIDO, CPA, MM
Campus Director
Southern Leyte State University
San Juan Campus, San Juan, Southern Leyte
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) with 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:
March 19, 2026

Deadline of Submission of Applications:
March 30, 2026

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

NOTICE OF VACANCY

Position Title : **Office Assistant**
 Item Number : **N/A**
 Assignment : **San Juan Campus (Office of the Campus Director)**
 SG/Rate per day: **Php 595.00**
 Status : **Job Order**

QUALIFICATION STANDARDS:

Education : **Bachelor's degree**
 Experience : **Preferably with at least 6 months to 1 year relevant experience**
 Training : **None required**
 Eligibility : **None required**

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

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| Provides administrative and clerical support to the Office of the Campus Director, ensuring efficient daily operations. |
| Acts as the primary point of contact for receiving and releasing documents within the office. |
| Establishes, updates, and maintains well-organized records and filing systems for easy retrieval of information. |
| Assists in preparing and encoding communications and other essential documents as needed, ensuring accuracy and confidentiality. |
| Routes and tracks documents to appropriate offices or departments as instructed, maintaining proper documentation flow. |
| Assists in preparing and processing travel claims, purchase requests, cash advances, and liquidation reports in compliance with office procedures. |
| Assists in organizing and preparing materials for meetings, workshops, and other office activities. |
| Performs other related duties as assigned. |

Prepared by:

(SGD) NISSI PRAISE S. ESPEJO
AO IV (HRMO II)

Noted by:

(SGD) DANILO S. ESCOBIDO, CPA, MM
Campus Director/Chairperson, HRMPSB

