



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: October 22, 2025

Deadline of Submission of Applications: November 2, 2025

NOTICE OF VACANCY

Position Title : ADMINISTRATIVE AIDE III (Clerk I)
Item Number : N/A
Assignment : Tomas Oppus Campus
Salary Grade : 03
Status : Casual

QUALIFICATION STANDARDS:

Education : Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Experience : None required
Training : None required
Eligibility : None required

CORE COMPETENCIES:

N/A

LEADERSHIP COMPETENCIES:

N/A

Duties and Responsibilities of the Position

Table with 1 column and 6 rows detailing duties and responsibilities of the Administrative Aide III (Clerk I) position.

Prepared by:

(SGD) ABEGAIL L. BANO
HRMO II

Noted by:

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

