



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. Transcript of Records / Diploma \*
5. CSC Eligibility Document \*
6. Employment Certificate/s \*
7. Training Certificate/s \*
8. Service Record \*\*
9. 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 23, 2024

Deadline of Submission of Applications:
November 4, 2024

NOTICE OF VACANCY

Position Title : Skilled Worker (Carpenter)
Item Number : N/A
Assignment : Tomas Oppus Campus/ PPDMO
Salary : 530.00 per day
Status : Job Order

QUALIFICATION STANDARDS:

Education : None required
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 7 rows listing duties: Fabricate tables and cabinets with precision, Create custom cabinet components, Seal and fill cracks, small openings and holes in the fabrication of cabinets and tables, Prepare surfaces for painting, Able to mix paints to attain the desired color, Does related task per instruction of the immediate supervisor.

Prepared by:

(SGD)ABEGAIL L. BANO
HRMO-Designate

Noted by:

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