



## 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. 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

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