



## 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:  
**November 5, 2024**

Deadline of Submission of Applications:  
**November 16, 2024**

## NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE AIDE VI  
(Electronics and Communications  
Equipment Technician I)**  
Item Number : **SLSUB-ADA6-67-2004**  
Assignment : **Tomas Oppus Campus**  
Salary Grade : **06**  
Status : **Permanent**

### QUALIFICATION STANDARDS:

Education : **Completion of two years studies in  
college or High School Graduate with  
relevant vocational/ trade course**  
Experience : **None required**  
Training : **None required**  
Eligibility : **Electronics Equipment Technician  
(MC No. 10, s. 2013 - Category II)**

### CORE COMPETENCIES:

N/A

### LEADERSHIP COMPETENCIES:

N/A

### Duties and Responsibilities of the Position

25%	Repairs computers with damage or dysfunctions including printers, scanners, monitors and other peripherals;
20%	Monitors and request computer parts replacement; and communicates with immediate supervisor for maintenance and operation plans;
10%	Install, download and repair computer application programs;
10%	Assemble computer parts;
10%	Conducts network maintenance and troubleshooting;
10%	Conducts minor electronic repair;
10%	Ensures the functions of the computers in the Campus;
5%	Does related work.
100%	

Prepared by:

**(SGD) ABEGAIL L. BANO**  
HRMO II

Noted by:

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