CALL FOR EXPRESSIONS OF INTENT FOR
JOB VACANCIES FOR AY 2016-2017

<table>
<thead>
<tr>
<th>SENIOR HIGH SCHOOL</th>
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<tbody>
<tr>
<td>GUIDANCE COUNSELORS</td>
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<tr>
<td>Preferably a Registered Guidance Counselor; preferably with relevant experience</td>
</tr>
<tr>
<td>Can facilitate group dynamics activities/lectures and can design modules on life skills and training programs</td>
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<tr>
<td>Can work with adolescents</td>
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<tr>
<th>IT CLERK</th>
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<tbody>
<tr>
<td>Preferably a graduate of BSCS, BSIT, BSCoE, BSECE, or any computer-related course</td>
</tr>
<tr>
<td>With at least 1 year experience in office management and computer operations</td>
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<thead>
<tr>
<th>SCHOOL LIBRARIAN</th>
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<tbody>
<tr>
<td>Registered Librarian</td>
</tr>
<tr>
<td>With at least 2 years experience in library practices and procedures and cataloguing systems and trainings in new trends in library management</td>
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<tr>
<td>With supervisory and leadership skills</td>
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<tr>
<th>PART-TIME SCHOOL PHYSICIANS</th>
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<tr>
<td>Practicing physician, preferably General Medicine or Pediatrics</td>
</tr>
<tr>
<td>Preferably with at least 2 years medical practice</td>
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<tr>
<td>Completion of a basic training course in occupational medicine is a definite advantage</td>
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<tr>
<th>SCHOOL NURSE</th>
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<tbody>
<tr>
<td>Registered Nurse</td>
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<tr>
<td>With at least 3 years professional experience as a clinic, hospital, or company nurse</td>
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<tr>
<td>Must have relevant experience or trainings in emergency treatment</td>
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<tr>
<td>Completion of a basic training course in occupational nursing is a definite advantage</td>
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<table>
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<tr>
<th>FULLTIME SCHOOL DENTIST</th>
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<tbody>
<tr>
<td>Registered Dentist; preferably with relevant experience</td>
</tr>
<tr>
<td>Completion of a basic training course in occupational dentistry is a definite advantage</td>
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<tr>
<th>LABORATORY TECHNICIAN/CUSTODIAN (SCIENCE LAB)</th>
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<tbody>
<tr>
<td>Graduate of BS Chemistry or any science-related course</td>
</tr>
<tr>
<td>Proficient in the following:</td>
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<tr>
<td>preparation of chemicals, solutions, and reagents for laboratory exercises and demonstrations;</td>
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<tr>
<td>use of equipment and apparatus utilized in chemistry instruction</td>
</tr>
<tr>
<td>principles, practices and procedures typically used in chemistry laboratories</td>
</tr>
<tr>
<td>safety regulations involving the storage, use, handling and disposal of toxic materials and chemicals</td>
</tr>
</tbody>
</table>

FOR INTERESTED APPLICANTS, SUBMIT THE FOLLOWING REQUIREMENTS TO THE HRD OFFICE:

FOR INTERNAL APPLICANTS:
1. Letter of Intent addressed to Father President; thru the HRD Director; noted by your current Dean/Head of Office |
2. Updated Résumé |
3. Photocopies of additional certificates of trainings/seminars relevant to the position being applied for (e.g., NCII certifications) |

FOR EXTERNAL APPLICANTS:
1. Application Letter addressed to: Felerina Ellamil, Ph.D., HRD Director |
2. Updated Résumé |
3. 1 (1 x 1) ID picture |
4. Transcript of Records |
5. Board Rating and Updated PRC ID (if applicable) |
6. Photocopy of NSO birth certificate and marriage contract (if applicable) |
**Submit COMPLETE requirements in a long white (ordinary) folder.** |

**Noted by:**

FELERINA B. ELLAMIL, Ph.D.
HRD Director

PRIORITY WILL BE GIVEN TO QUALIFIED INTERNAL APPLICANTS

DEADLINE OF APPLICATIONS: JUNE 21, 2016
CALL FOR EXPRESSIONS OF INTENT FOR
SLU SENIOR HIGH SCHOOL TEACHING POSITIONS FOR ACADEMIC YEAR 2016-2017

GENERAL QUALIFICATIONS:

- Preferably a LET Passer; a relevant Master’s Degree is a definite advantage
- With at least 2 years teaching experience in the strand/subject/track applied for
- With excellent written and verbal communication skills
- With units or trainings in specialized subjects related to the strand/subject/track applied for, and/or skills development in fields related to the work, duties, and functions of a Senior High School teacher
- Willing to accept additional responsibilities as a CLASSROOM TEACHER

ENGLISH (4)
- Graduate of BSED Major in English
- With experience in campus journalism and school paper advising
- With experience in teaching / doing qualitative research

FILIPINO (4)
- Graduate of BSED Major in Filipino
- With experience in campus journalism and school paper advising
- With experience in teaching / doing qualitative research

MATHEMATICS (4)
- Graduate of BSED Major in Math
- With experience in teaching / doing quantitative research

RELIGION (4)
- BSED Major in Religious Studies, AB Theology, or AB Philosophy with at least 18 units in Theology
- Preferably with experience in handling music ministry

ECONOMICS (4)
- Graduate of BSED Major in Social Studies or AB Economics
- With teaching experience in Accounting courses

PHILOSOPHY (4)
- Graduate of AB Philosophy or other related courses
- With experience in community outreach or extension activities

PHYSICAL EDUCATION AND HEALTH (1)
- Graduate of BSED Major in MAPEH or PEHMA
- With experience in coaching and sports officiating

SCIENCE (3)
- Graduate of BSED Major in Biological or Physical Sciences
- With experience in scientific research or investigatory project coaching / advisorship

Information and Communication Technology (2)
- Graduate of any IT-related course
- With experience in teaching or facilitating educational technology courses or IT courses

FOR INTERESTED APPLICANTS, SUBMIT THE FOLLOWING REQUIREMENTS TO THE HRD OFFICE:

FOR INTERNAL APPLICANTS:
1. Letter of Intent addressed to Father President thru the HRD Director; noted by your current Dean
2. Updated Résumé
3. Certified true copy of updated Transcript of Records (reflecting units of specialization in relevant strand/specialized subject/s, if any)
4. Photocopy of board exam credentials, if any: a) Updated PRC ID, b) Certificate of Good Standing from PRC, and c) Board Rating
5. Photocopy of certificates of relevant specialized trainings, if any
6. TESDA National Certificates, if any
7. Photocopy of faculty evaluation results for the last 3 years (with students’ comments)
8. Certification of subjects taught (from your Dean’s Office)

FOR EXTERNAL APPLICANTS:
1. Application Letter addressed to: Felerina Ellamil, Ph.D., HRD Director
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4. Transcript of Records
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**Submit COMPLETE requirements in a long white (ordinary) folder.

PRIORITY WILL BE GIVEN TO QUALIFIED INTERNAL APPLICANTS

DEADLINE OF APPLICATIONS: JUNE 21, 2016

Noted by:
Felerina B. Ellamil, Ph.D.
HRD Director
SELECTION AND SCREENING PROCESS

INTERNAL APPLICANTS (currently employed at SLU)

**STEP 1**
Submit COMPLETE Requirements for Application

**STEP 2**
Fill up Applicant Information Sheet

**STEP 3**
- a. INTERVIEWS
  - Head of Office / Dean / Principal; and
  - HRD Director
- b. Work / Teaching Demonstration (as needed)

**DELIBERATION & RANKING OF APPLICANTS**
If favorably recommended

**APPLICATION DEFERRED**

**PROCESSING OF APPOINTMENT PAPER**
Acceptance of appointment paper by the applicant.

EXTERNAL APPLICANTS

**STEP 1**
Submit COMPLETE Requirements for Application

**STEP 2**
Document Review and Preliminary Interview

**STEP 3**
Head of Office Screening:
- a. Interview with Head of Office / Dean / Principal
- b. Work / Teaching demonstration

**STEP 4**
Psychological Assessment

**STEP 5**
INTerviews
- HRD Director
- Assistant HRD Director
- VP for Mission & Identity
- President

**DELIBERATION & RANKING OF APPLICANTS**
If favorably recommended

**APPLICATION DEFERRED**

**MEDICAL EXAM**
Acceptance of appointment paper by the applicant.

**PROCESSING OF HIRING DOCUMENTS**

PRIORITY WILL BE GIVEN TO QUALIFIED INTERNAL APPLICANTS

DEADLINE OF APPLICATIONS: JUNE 21, 2016