



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
Website: www.slsuonline.edu.ph
Email: op@slsuonline.edu.ph
Telefax No.: (053) 382-3294

Publication of Vacant Position

Head of Agency : **DR. PROSE IVY G. YEPES**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte

Contact Person : **VERONICA L. REOMA**
Position : Administrative Officer V (HRMO III)
E-mail Address : slsusogod.hrmo@gmail.com
Contact Numbers : (053) 577-8223
Date of Recruitment : July 16, 2020

POSITION TITLE : **Multi-Media Staff**
No. of Vacancy : **1**
Status : **Job Order**
Rate per day : **P 595.00**

Minimum Qualifications

Education : Bachelor's degree
Experience : None Required
Training : None Required
Eligibility : None Required
Other Requirements :

- With knowledge of web design using Joomla or other platforms;
- With knowledge at least on Photoshop/Xara Designer/ InDesign app;
- Good time-management skills;
- Great interpersonal and communication skills.

Duties :

- Design digital media campaigns according to SLSU goals;
- Must possess excellent written and verbal communication skills;
- Design sample layouts by applying information related to the layout principles and procedures;
- Coordinate and co-manage all digital content such as website, social media channel, press releases, infographics, videos etc;
- Strengthen the web and brand presence;
- Suggest strategies and methods for improvement;
- Manage an archive of videos, photographs and images, which can be used for the university's website and social media platforms;
- Does other related works.

Documents Required:

1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records/Form 137;
3. Comprehensive Curriculum Vitae;
4. Service Record/Certificate of Employment (if any);

Submit your application not later than July 27, 2020.

Prepared by:


VERONICA L. REOMA, Ph.D.
Administrative Officer V (HRMO III)

Noted by:


MABEL R. CALVA
VP for Admin. & Finance /
HRMPSB Chairperson