



Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
Sogod, Southern Leyte  
Website: [www.slsuonline.edu.ph](http://www.slsuonline.edu.ph)  
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Telefax No.: (053) 382-3294

## **Publication of Vacant Position**

<b>Head of Agency</b>	:	<b>DR. PROSE IVY G. YEPES</b>
Position	:	University President
Mailing Address	:	Southern Leyte State University - Main Campus, Brgy. San Roque, Sogod, Southern Leyte
<b>Contact Person</b>	:	<b>VERONICA L. REOMA</b>
Position	:	Administrative Officer V (HRMO III)
E-mail Address	:	<a href="mailto:slsusogod.hrmo@gmail.com">slsusogod.hrmo@gmail.com</a>
Contact Numbers	:	(053) 577-8223
Date of Recruitment	:	July 16, 2020

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

### **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