



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
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Head of Agency	:	DR. PROSE IVY G. YEPES
Position	:	University President
Mailing address	:	Southern Leyte State University – Main Campus 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 2, 2021
Position Title	:	Quality Assurance Staff
No. of Vacancy	:	1
Status	:	Job Order
Rate per day	:	Php 595.00

Minimum Qualifications

Education	:	Bachelor's Degree
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required

Other Requirements :

- Relevant experience in data management, data analysis, and computation
- Good time- management skills;
- Great interpersonal and communication skills.
- Good computer and IT related skills

Duties:

- Responsible for data analysis, data management, and data computation;
- Assist in the gathering and consolidating relevant documents required for QS Star ranking application;
- Encode and upload the relevant documents to the online platform;
- Do lay-outs of the documents;
- Work well with creative teammates;
- Work both on and off site, and;
- Does other related works.

Documents Required:

1. Application Letter addressed to:
Dr. Prose Ivy G. Yepes
University President
Southern Leyte State University
San Roque, Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records/Form137;
3. Comprehensive Curriculum Vitae;
4. Service Record/Certificate of Employment (if any);

Submit your application not later than **July 5, 2021**.

Prepared by:

Noted by:

SGD VERONICA L. REOMA

Administrative Officer V (HRMO III)

SGD MABEL R. CALVA

Vice President, Administration and Finance
HRMPSB Chairperson