



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 26, 2021
Position Title	:	Writer
No. of Vacancy	:	1
Status	:	Job Order
Rate per day	:	Php 595.00

Minimum Qualifications

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

Other Requirements :

- Firm grasp of the English language, including proper spelling, grammar, and punctuation.
- Must be able to write well in a variety of styles, including technical, descriptive, and persuasive.
- Knows how to empathize with his subject, without getting emotionally involved in the story.

Duties:

- Knows how to create and edit videos;
- Sourcing, shooting, writing, interviewing, and presenting information to audiences;
- Generate fresh and interesting story ideas;
- Sourcing and selecting eye-catching visuals to help tell the article or story, shooting and/or editing photographs when required;
- Editing both digital and printed content for spelling and style;
- Posting content to websites and social media site when required;
- 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 **August 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