



Publication of Vacant Position

Head of Agency : **PROSE IVY G. YEPES, Ed.D.**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte
Contact Person : **HAZELLE V. ASALDO, MDM**
Position : Administrative Officer V / Director, UHRMD
E-mail Address : recruitment_sg@southernleytestateu.edu.ph
Contact Numbers : None
Date of Recruitment : July 11, 2022

POSITION TITLE : **Assistant Programmer**
No. of Vacancy : **4**
Item No. : **N/A**
Status : **Job Order**
Salary Grade : **N/A**
Monthly Salary : **P 18,238.00**
Monthly Allowance : **N/A**

Minimum Qualifications

Education : BS Information Technology major in Programming or any allied fields
Experience : Preferably with experience related to programming, data analytics, data mining, system development
Training : None required but is an advantage
Eligibility : None required but is an advantage

Competencies Required :

- Proficient in React.js, REST API, Laravel Framework, PHP Language and MySQL database;
- Exemplary knowledge on Vimeo Basic, HTML, MYSQL or other related programming tools;
- Knowledge on mobile programming/ mobile development is a plus;
- With advanced computer network troubleshooting skills;
- Average analytical and problem-solving skills;
- With good oral and written communication skills.

Duties and Responsibilities :

- a. Assist the programmer to develop customized software to meet office requirement;
- b. Rewrite and maintain software program as instructed to increase operating efficiency;
- c. Train and supervise data entry operators;
- d. Prepare and update user manuals;
- e. Assist users on software related issues;
- f. Work on minor bug fixes;
- g. Respond to requests from the development team;
- h. Gather information from consumers about program functionality;
- i. Conduct development test;
- j. Submit monthly accomplishment report.

Documents Required:

1. Application letter addressed to:
The University President
Southern Leyte State University
Sogod, Southern Leyte
2. Authenticated copy of Transcript of Records;
3. Comprehensive Curriculum Vitae ;
4. Service Record/Certificate of Employment (if any);
5. Certificates of trainings/seminars attended during the last five (5) years;
6. Authenticated copy of eligibility (if any).

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous and those with diverse sexual orientation, gender identity and expression (SOGIE).

Submit your application not later than **July 14, 2022.**

Prepared by:

Noted by:

[SGD]HAZELLE V. ASALDO, MDM

Administrative Officer V /
Director, UHRMD

[SGD]MABEL R. CALVA

VP for Admin. & Finance/
Chair, HRMPSB for Staff