



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
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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 15, 2021
Position Title	:	Project Staff level III (NRCP NSTEP Funded Project)
No. of Vacancy	:	1
Status	:	Job Order
Monthly Salary	:	Php 7,500.00

Minimum Qualifications

Education	:	Bachelor's Degree
Experience	:	Experience in conducting field surveys, conducting Key Informant Interview and Focused Group Discussion
Training	:	None Required
Eligibility	:	Proficient in Word and Excel
Other Requirements	:	

1. With specialization in Social Science and related fields
2. Must finish the duration of the project.

Duties:

1. Assist the project leader in the overall data management of the project.
2. Oversees and coordinates the daily activities of clinical research studies.
3. Conduct Key Informant Interviews and Focused Group Discussions.
4. Assist the project leader in data preparation and analyses.
5. Prepare Project progress report and terminal report.
6. Does other project related activities assigned by the project leader

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