



Publication of Vacant Position

Head of Agency : **DR. JUDE A. DUARTE**
Position : SUC President III
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 : 0908-867-1263
Date of Recruitment : July 14, 2023

POSITION TITLE : **Article Writer**
No. of Vacancy : **Two (2)**
Item No. (Station) : **N/A**
Salary Grade : **N/A**
Salary : **P 595.00** per day
Monthly Allowance : **N/A**

Minimum Qualifications

Education : **Bachelor's Degree holder, preferably BSED major in English/ BS in Mass Com/ BS in Dev. Com.**
Experience : **None required**
Training : **None required**
Eligibility : **None required**

Competencies

- Proficient in Microsoft Office Suit (Excel, Word, Publisher and Powerpoint)
- With good oral and written communication skills (English)
- Have good organizational skills

Duties:

- Create and develop article-written works external and internal documentation for both Research, Innovation, and Extension Services in all six campuses of the university;
- Revise written material to meet university standards;
- Communicate and cooperate with the university's writing team (PASCOM), including a content manager, editors, and web publishers;
- Develop related content and articles for multiple platforms, such as websites, email marketing, descriptions, videos, and blog.
- Diversify content so it can be reformatted across platforms and audiences.

Documents Required:

1. Application letter addressed to:
DR. JUDE A. DUARTE
SUC President III
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 for the last 5 yrs;
6. Authenticated copy of eligibility.

SLSU highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities. Please feel free to inform the HRM Office in advance for the needed assistance.

Submit your application not later than **July 20, 2023.**

Prepared by:

(SGD)
HAZELLE V. ASALDO, MDM
Director, UHRMD

Noted by:

(SGD)
PROSE IVY G. YEPES, Ed.D.
VP for Admin. & Finance /
HRMPSB Chair for Staff