



Publication of Vacant Position

Head of Agency : **DR. FRANCIS ANN R. SY**
Position : **OIC, SLSU**
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 : **January 5, 2023**

POSITION TITLE : **Job Order Clerk**
No. of Vacancy : **3**
Item No. (Station) : **N/A**
Salary Grade : **N/A**
Monthly Salary : **P 595.00 per day**
Monthly Allowance : **N/A**

Minimum Qualifications

Education : **Bachelor's Degree relevant to the job;**
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:

- Acts as receiving and releasing staff in the assigned office;
- Creates & maintains organized records or files both in hard and e-copy;
- Performs encoding job of reports, communications, & etc.;
- Prepares purchase requests, travel cash advances and liquidations, and other claims of the immediate supervisor;
- Assists in making all the preparations for the conduct of trainings, meeting & other activities spearheaded by the unit head;
- Forwards documents to concerned offices/employees and facilitates signature of concerned signatories;
- Performs other duties as may be directed.

POSITION TITLE	:	Assistant Programmer
No. of Vacancy	:	1
Item No.	:	N/A
Status	:	Job Order
Salary Grade	:	N/A
Monthly Salary	:	P 829.00
Monthly Allowance	:	N/A

Minimum Qualifications

Education	:	Preferably a graduate of BS Information Technology major in Programming or any allied fields
Experience	:	With relevant experience in System Development/ involved in actual Systems Development
Training	:	None Required
Eligibility	:	None Required

Competencies Required :

- Proficient in 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;
- With average analytical and problem-solving skills;
- With average oral and written communication skills (English).

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:
DR. FRANCIS ANN R. SY
Officer-In-Charge
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 **January 9, 2023.**

Prepared by:

(SGD)HAZELLE V. ASALDO, MDMD
Administrative Officer V/ Director, UHRMD

Noted by:

(SGD)MABEL R. CALVA, MM
VP for Admin. & Finance /HRMPSB Chair