



Republic of the Philippines  
**SOUTHERN LEYTE STATE UNIVERSITY**  
Main Campus, Sogod, Southern Leyte  
website: [www.slsuonline.edu.ph](http://www.slsuonline.edu.ph)  
email: [slsumaincampus@gmail.com](mailto:slsumaincampus@gmail.com)/  
[op@slsuonline.edu.ph](mailto:op@slsuonline.edu.ph) telefax: (053) 577-8299



<b>Head of Agency</b>	:	<b>DR. PROSE IVY G. YEPES</b>
Position	:	University President
Mailing address	:	Southern Leyte State University – Main Campus San Roque, Sogod, Southern Leyte
<b>Contact Person</b>	:	<b>VERONICA L. REOMA</b>
Position	:	Administrative Officer V (HRMO III)
E-mail address	:	<a href="mailto:slsusogod.hrmo@gmail.com">slsusogod.hrmo@gmail.com</a>
Contact Numbers	:	(053) 577-8223

Date of Recruitment	:	July 2, 2021
Position Title	:	Writer
No. of Vacancy	:	1
Status	:	Job Order
Rate per day	:	Php 595.00

#### **Minimum Qualifications**

Education	:	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:**

- 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; and
- ensuring the accuracy and the authenticity of the content to be published by following all applicable journalistic standards and practices.
- 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 **July 9, 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