



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
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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 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