



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 : Multimedia Staff

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 :

- With knowledge at least on Photoshop/ Affinity Designer/InDesign app;
- Good time- management skills;
- Great interpersonal and communication skills.

Duties:

- Design Digital media campaigns according to SLSU goals;
- Design sample layouts by applying information related to the layout principles and procedures;
- Coordinate and co-manage all digital content such as website, social media channel, press releases, infographics, videos, etc.;
- Strengthen the web and brand presence;
- Suggest strategies and method for improvement;
- Manage an archive of videos, photographs and images, which can be used for university's website and social media platforms;
- Capture, edit and co-produce photos and videos for internal and external purposes;
- 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 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