



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte
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Telefax No.: (053) 382-3294

Publication of Vacant Position

Head of Agency : **DR. PROSE IVY G. YEPES**
Position : University President
Mailing Address : Southern Leyte State University - Main Campus,
Brgy. San Roque, Sogod, Southern Leyte

Contact Person : **VENUS MAE S. RADORES**
Position : Administrative Officer II (HRMO I)
E-mail Address : vmsr.hr@gmail.com
Contact Numbers : (053) 577-8223
Date of Recruitment : June , 2017

POSITION TITLE : **Science Research Assistant**
No. of Vacancy : **1**
Item No. : **SLSUB-SRAS-27-2004**
Status : **Permanent**
Salary Grade : **9**
Monthly Salary : **P 16,986.00**
Monthly Allowance : **P 2,000.00**

Minimum Qualifications

Education : **Bachelor's degree**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **Career Service Sub-Professional**
Competencies :

Computer Skills

Ability to proficiently operate computers and skillfully use varied computer applications, and knowledgeable in QGIS or Arc GIS software.

Behavioral Competence

Adhere to ethical, moral and legal conduct in the performance of job.

Interpersonal Effectiveness/Teamwork

Able to work harmoniously with supervisors, co-workers, and clients to deliver outputs and values good working relationships.

Records Handling

Ability to arrange and organize files/documents for easy retrieval.

Communication Skills

Good in oral and written communications and able to share information through verbal, written, electronic means.

Research Skills

Conversant with the various research techniques and strategies, and capable in assisting researchers in the preparation, implementation, and reportorial requirements of any study.

Dependability/Reliability

Ability to perform assigned tasks, finishing assigned projects, meeting deadlines and achieves desired result with minimal supervision.

Duties :

- Compiles research documents and manages research database;
- Assists in the collection, analysis and review of experimental data, preferably GIS based data;
- Assists in preparing and writing proposals for funding agencies;
- Helps prepare progress reports on research for funding institutions as required;
- Provides assistance in the design of survey instruments such as questionnaires, preferably GIS-based;
- Assists with the preparation of research reports and manuscripts for publication in journals and presentation at conferences;
- Performs other related activities / work as required by the immediate supervisor.

Documents Required:


1. Application letter addressed to:
DR. PROSE IVY G. YEPES
University President
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 during the last five (5) years
6. Authenticated copy of eligibility (if any)

Submit your application not later than _____.

Prepared by:


VENUS MAE S. RADORES
Administrative Officer II (HRMO I)

Noted by:


VALERIO B. CABALO, Ph.D.
VP for Admin. & Finance /
PSB Chairperson