



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
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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 : **VERONICA L. REOMA**
Position : Administrative Officer V (HRMO III)
E-mai Address : slsusogod.hrmo@gmail.com
Contact Numbers : (053) 577-8223
Date of Recruitment : September 23, 2020

POSITION TITLE : **MIS & SERVICES OFFICE STAFF**
No. Of Vacancy : **1**
Status : **Job Order**
Rate per day : -

Minimum Qualifications

Education : Bachelor's degree
Experience : None Required
Training : None Required
Eligibility : None Required

Other Requirements

- Knowledgeable in PHP Programming and JAVA Script;
- Knowledgeable in Graphic Design Software;
- Knowledgeable in Website design and creation.

Duties:

- Assist in creation of SLSU AACUP Portal;
- Assist in creating, modifying and transforming SLSU theme AACUP "Document Packaging";
- Assist in the Task Force members in scanning and uploading of documents to the portal;
- Does other IT related assignment.

Documents Required:

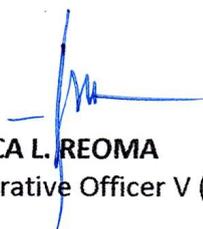
1. Application letter addressed to:

DR. PROSE IVY G. YEPES
University President
Southern Leyte State University
Sogod, Southern Leyte

2. Authenticated copy of Transcript of Records/Form 137;
3. Comprehensive Curriculum Vitae;
4. Service Record/Certificate of Employment (if any).

Submit your application not later than **September 30, 2020**.

Prepared by:



VERONICA L. REOMA
Administrative Officer V (HRMO III)

Noted by:



MABEL R. CALVA
VP for Admin. & Finance/HRMPSB Chairperson