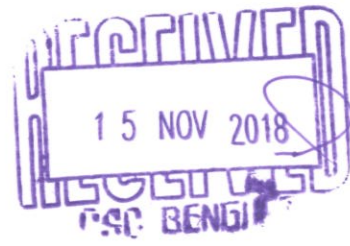


ass- [Signature] 4/14/18  
GRAD- [Signature] 11/15/18



Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines  
Benguet State University  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Benguet State University in the CSC website:

[Signature]  
**SANSERA B. BODIA**  
Supervising Administrative Officer  
HRMO

Date: 11/15/2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Counselor I	BSUB-GUIDC1-18-2005	11	20179	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Office of the Student Services
2	Administrative Aide VI	BSUB-ADA6-44-2004	6	14340	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional/First Level Eligibility)		Accounting Office
3	Administrative Aide VI	BSUB-ADA6-45-2004	6	14340	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional/First Level Eligibility)		Human Resource Management Office
4	Administrative Aide IV	BSUB-ADA4-75-2004	4	12674	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional/First Level Eligibility)		General Services Office
5	Administrative Aide III	BSUB-ADA3-71-2004	3	11914	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional/First Level Eligibility)		Compensation, Benefits and other Obligations Office
6	Administrative Aide I	BSUB-ADA1-78-2004	1	10510	Must be able to read and write	None required	None required	None required		Human Resource Management Office
7	Farm Worker II	BSUB-FAWK2-10-1998	4	12674	Elementary School Graduate	None Required	None Required	None required		CA-Animal Science Department

Interested and qualified applicants regardless of sex, sexual orientation, gender identity, civil status, disability (PWD), ethnicity or political affiliation should signify their interest in writing by attaching the following documents not later than **26 NOV 2018**

1. Application letter addressed to the University President (specifying the **position** applied for and its **item number and date of publication**)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Photocopy of OTR or Certification of grades with the total units required for the degree (basis in the determination of units earned)
4. Photocopy of employment certificate /s
5. Photocopy of eligibility (CSC or TESDA) or professional license
6. Photocopy of training certificates after graduation, within the last five (5) years
7. Certified photocopy of performance evaluation rating in the present position in the last rating period applicable)
8. Photocopy of commendation or award certificates

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

**SANSERA B. BODIA**  
Supervising Administrative Officer  
Benguet State University  
Km. 5, La Trinidad, Benguet

**Civil Service Commission - Cordillera Administrative Region**  
Benguet Field Office

Date of Publication: November 15, 2018 [Signature]

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only qualified applicants will be notified for interview**