



NOTICE OF VACANCY

Position: **One (1) IT/Payroll Specialist (Job Order)**

Place of Assignment: **Administrative Services Division-Compensation Benefits & other Obligations Office**

Daily Rate: **PhP 578.00/day**

Application Period: **July 9-13, 2015**

Date of Interview: **July 15, 2015; 9:00 AM**

Qualifications:

- Candidate must possess a university degree in IT/Computer Science;
- At least two-three (2-3) years experience in software development using open source and proprietary programming/ scripting languages and database management software (e.g. PHP5, HTML5, JQuery, javascript, ajax, VB, MySQL/MS-SQL, and other proprietary/FOSS systems);
- Programming skills in client-server and web-based environment;
- Proficient in office automation software particularly in advance spreadsheet and database management systems;
- Technical skills in troubleshooting, repair and maintenance of IT hardware and software; knowledge in networking are added advantage;
- Candidate should be able to present systems developed; demonstrate skills.

DR.BEN D. LADILAD

President

Benguet State University

1. Application letter indicating position being sought
2. Bio-data with photo (Computer-generated photo not accepted)
3. Certificate of Eligibility, if applicable
4. Certificate of Honors and Awards, if applicable
5. Certificate of Trainings/ Seminars attended after graduation relevant to the position being filled-up
6. Photocopy of Official Transcript of Records
7. Service Records from previous employer if applicable
8. Copy of performance evaluation, if applicable

Note: Only qualified applicants will be notified for interview.

(SGD.) BEN D. LADILAD
President