



Republic of the Philippines
Benguet State University
La Trinidad, Benguet, 2601

NOTICE OF VACANCY

(JOB ORDER)

No.	Position	Place Of Assignment	Monthly/Daily Rate	Qualification
1	Metadata Librarian	University Library and Information Service	828.00	>With advance skills in Adobe Photoshop or InDesign > Excellent speed in encoding > High intelligence in tagging or classifying subjects and keywords > Flexible in adapting shifting work schedule > Graduate of BS Info. Technology, BS Development Communication, or Bachelor of Library and Info. Science (All applicants shall undergo a written examination to be given during the interview schedule)
1	Administrative Aide IV	Secondary Laboratory School	508	>Preferably College Graduate in BS Office Administration or any related courses; > Must be hardworking and physically fit; > Attentive to details; > Proficient in Microsoft Word and Excel application.

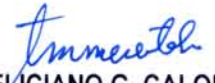
Application Period: **June 7, 2017 – June 15, 2017**

For evaluation purposes, all interested applicants must submit the following to:

FELICIANO G. CALORA, Jr.
University 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 (BS, MS/MA, PhD/EdD, if applicable; if ongoing, partial Academic Record)
7. Service Records from previous employer if applicable
8. Copy of performance evaluation, if applicable

***Only qualified applicants will be notified for interview.**


FELICIANO G. CALORA, JR.
University President
OK - 07 June 2017