



## NOTICE OF VACANCY

### **One (1) Job Order *Administrative Aide II***

Place of Assignment: ***Horticulture Research and Training Institute***

Daily Rate: **P 440.00**

Application Period: **June 28, 2017 – July 5, 2017**

#### **Job Specification:**

- Any BS degree graduate but preferably BS Development Communication;
- At least 2 years relevant experience;
- Knowledgeable in MS Word, Power Point, MS Excel and Photoshop application

#### **Job Description:**

- Procurement of supplies and materials (request, canvass ,abstract, P.O. Voucher, BUR, Purchase to delivery);
- Consolidation of reports;
- Preparation and recording of documents;
- Encoding of communications;
- Filling of reports, documents and messengerial tasks;
- Prepared certificates, programs and banner;
- Perform other duties and responsibilities as may be assigned by the program/project/study leader.

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
5. Certificate of Trainings/ Seminars attended after graduation relevant
4. Certificate of Honors and Awards, if applicable 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

