



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

**NOTICE OF VACANCY  
 (JOB ORDER)**

No.	Position	Place Of Assignment	Daily Rate	Qualifications
1	Administrative Aide IV	Accounting Office	Php 508.00	<ul style="list-style-type: none"> <li>&gt;Hardworking;</li> <li>&gt;Punctual;</li> <li>&gt;Willing to render services even after office hours;</li> <li>&gt;With good communication skills (oral and written);</li> <li>&gt;Preferably a graduate of any business course.</li> </ul>
1	Administrative Aide IV	Human Resource Development Office	Php 508.00	<ul style="list-style-type: none"> <li>&gt;Bachelor's degree holder (preferably BS Development Communication, or other related courses);</li> <li>&gt;Able to provide prompt and quality services in response to the needs of the organization and clientele;</li> <li>&gt;Speaks clearly and courteously; deals with people by being pleasant and friendly to both internal and external clients.</li> </ul>
1	Administrative Aide IV	Records Office	Php 508.00	<ul style="list-style-type: none"> <li>&gt;Bachelor's degree graduate preferably with units in accounting, commerce or financial management;</li> <li>&gt;Experience in office procedure is an advantage;</li> <li>&gt;With good computer skills particularly in word and excel application;</li> <li>&gt;Diligent, with good work ethics and interpersonal skills, trustworthy and good penmanship;</li> </ul>
2	Computer Technician	CAS	Php 843.00	<ul style="list-style-type: none"> <li>&gt;Graduate of any Computer related course (Vocational/BS Degree) or Computer Technician with NCII;</li> <li>&gt;With Experience is an advantage;</li> <li>&gt;To maintain and repair computers in laboratory;</li> <li>&gt;Responsible of the LAN and WIFI Connection of the College and the Department;</li> <li>&gt;Responsible in installing software to be used and hardware in the Laboratory;</li> <li>&gt;Does other related jobs that will be assigned by higher authorities of the College/Department.</li> </ul>
2	Administrative Aide IV	Research and Extension Office	Php 508.00	<ul style="list-style-type: none"> <li>&gt;Graduated any of the following courses:               <ul style="list-style-type: none"> <li>-BS Finance/ Accountancy/ Banking</li> <li>-Business Studies/ Administration/ Management</li> <li>-Commerce</li> </ul> </li> <li>&gt;Must have experience and knowledge on the following:               <ul style="list-style-type: none"> <li>-Accounting</li> <li>-Bookkeeping</li> <li>-Financial Reports preparation</li> </ul> </li> </ul>

Application Period: August 18, 2017 – August 29, 2017




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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 18 May 2017* 