



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

NOTICE OF VACANCY

No.	Position	Place Of Assignment	Daily Rate per Day/Monthly	Qualifications/Education	Experience	Training	Eligibility
1	Administrative Aide IV (JOP)	Office of Vice President of Research And Extension	PHP 508.00/Day	>BS Dev Com Graduate or related courses; >Knowledge in Adobe Applications; >With good oral and communication skills.	>None	>None	>None
1	Administrative Aide IV (JOP)	Institute of Public Administration	PHP 508.00/Day	>Preferably BS in Dev Com with MS in an advantage.	>At least one (1) year office/ clerical work.	>None	>With eligibility is an advantage.
1	Science Research Assistant (JOP)	Bio- Diversity Project	PHP 730/Day	>Preferably BSA Entomology graduate.	>None	>None	>None

Application Period: October 24, 2017 – October 30, 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