

Republic of the Philippines
Benguet State University
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Benguet State University in the CSC website:

FELICIANO G. CALORA JR.
President

(Head of Agency)

Date:

August 8, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	BSUB-ADA4-71-2004	4	152,088.00	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/First Level Eligibility		Compensation, Benefits and other Obligations Office (CB00)

Interested and qualified applicants regardless of age, sex, sexual orientation, gender identity, civil status, disability (PWD), ethnicity or political affiliation should signify their interest in writing by attaching the following documents not later than 20 AUG 2018

1. Application letter addressed to the University President (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of OTR or Certification of grades with the total units required for the degree (basis in the determination of units earned)
4. Photocopy of employment certificate /s
5. Photocopy of eligibility (CSC or TESDA) or professional license
6. Photocopy of training certificates after graduation, within the last five (5) years
7. Certified photocopy of performance evaluation rating in the present position for one year preceding this publication (if applicable)
8. Photocopy of commendation or award certificates

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

FELICIANO G. CALORA JR.
President
Benguet State University
Km. 5, La Trinidad, Benguet

Civil Service Commission - Cordillera Administrative Region	
Benguet Field Office	
Date of Publication:	<u>10 AUG 2018</u>
 WALTER J. JERUSALEM Sr. Human Resource Specialist	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only qualified applicants will be notified for interview