

NOTICE OF VACANCY

AGENCY: **BENGUET STATE UNIVERSITY**

DATE: **July 11, 2017**

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CSC-BENGUET

NO.	POSITION TITLE	PLACE OF ASSIGNMENT	SG	MONTHLY SALARY	ITEM NO.	QUALIFICATION STANDARDS			
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	College Librarian II	University Library and Information Services	15	27,565	BSUB-CL2-3-1998	Bachelor's Degree in Library Science or Bachelor of Secondary Education/Arts major in Library Science	1 year of relevant experience	8 hours of relevant training	RA 1080 (Librarian)
1	Science Research Assistant	Institute of Highland Farming Systems and Agroforestry	9	16,986	BSUB-SRAS-2-1998	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility
1	Administrative Assistant IV [Carpenter General Foreman]	General Services	10	18,217	BSUB-ADAS4-17-2004	High School Graduate or Completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996

For evaluation purposes, all interested applicants **must** submit the following in a long white folder, not later than July 27, 2017:

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**
6. Photocopy of Official Transcript of Records (BS, MS/MA, PhD/EdD, if applicable; if on-going, partial Academic Record)
7. Service Records from previous employer, if applicable
8. Copy of performance evaluation, if applicable

**Important Notice:**

1. **Pre-screened applicants will undergo an aptitude test to be conducted by the Human Resource Development Office/Office for Professional Development and Psychological Services and only those who will qualify the test will be notified for interview.**
2. **Incomplete documents (if applicable), will not be entertained.**

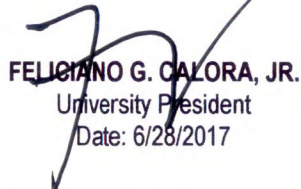
Address applications to: FELICIANO G. CALORA, JR.  
University President  
Benguet State University

Prepared by:



**WAGNER F. GRANDE**  
Supervising Administrative Officer  
Date: 6/28/2017

APPROVED:



**FELICIANO G. CALORA, JR.**  
University President  
Date: 6/28/2017

Civil Service Commission - Cordillera Administrative Region  
Benguet Field Office

Date of Publication: 14 JUL 2017



**VALIANT A. PANG-ASAN**  
Supervising HR Specialist