



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

**NOTICE OF VACANCY**

**(JOB ORDER)**

No.	Position	Place Of Assignment	Monthly/Daily Rate	Qualification
1	Administrative Assistant I	University Public Affairs Office	Php 631.00	>Bachelor's degree graduate; >Has a good command of the English language; >Can write feature and news stories; >Proficient in Adobe Photoshop and Adobe In-Design
1	Project Assistant	Office of University Board Secretary	Php 679.00	>At least 2 years in college; >Must have the experience and skill in writing, photography and lay-out; >Must have basic encoding skills; >Must have knowledge in basic research.

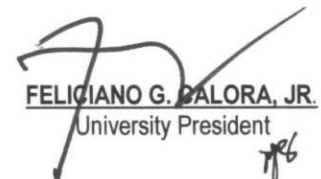
**Application Period:** August 4, 2017 - August 11, 2017

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