

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

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: July 10, 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)	
2	Administrative Aide I (Laborer I)	BSUB-ADA1-93-2004; BSUB-ADA1-94-2004	1	126,120.00	Must be able to read and write	None required	None required	None Required: Cat. III, CSC-MC 10, s. 2013		NPRCRTC
1	Administrative Assistant I	BSUB-ADAS1-30-2004	7	183,048.00	Completion of two- years studies in college or high school graduate with completion of relevant vocational/trade course	None required	None required	Career Service First Level/Sub-professional Eligibility		HRDO
1	Administrative Assistant II	BSUB-ADAS2-33-2004	8	195,384.00	Completion of two- years studies in college or high school graduate with completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service First Level/Sub-professional Eligibility		Accounting Office

1	Laboratory Aide I	BSUB-LABA1-1-1998	2	134,400.00	Elementary School Graduate	None required	None required	None Required: Cat. III, CSC-MC 10, s. 2013	CAS-MPS
1	Vocational Placement Coordinator I	BSUB-VOCPC1-1-1998	13	290,688.00	Bachelor's degree relevant to the job	None required	None required	RA 1080 or Career Service Second Level/Professional Eligibility	Office of the Student Services

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 **24 JUL 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: 13 JUL 2018


WALTER J. JERUSALEM
Sr. Human Resource Specialist

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