



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
2	Administrative Aide IV	Procurement Management Office	Php 508.00	>Bachelor's degree graduate preferably with units in accounting, commerce or financial management; >Experience in procurement is a good advantage; >With good computer skills particularly in word and excel applications; >Diligent, with good work ethics and interpersonal skills.
1	Administrative Aide IV	Records Office	Php 508.00	>Bachelor's degree graduate preferably with units in accounting, commerce or financial management; >Experience in office procedure is a good advantage; >With good computer skills particularly in word and excel application; >Diligent, with good work ethics and interpersonal skills, trustworthy and good penmanship.
1	Administrative Aide III	Motorpool	Php 473.00	>At least High School Graduate; >Preferably knows Baguio City and La Trinidad road; >With professional Driver's License

**Application Period:** July 31, 2017 – August 4, 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