

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : January 31, 2019

**NOTICE OF VACANCY
 (Casual Personnel)**

No.	Position Title	No. of position/s	Place of Assignment	Monthly Salary	Qualification Requirements				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Administrative Aide IV	1	Administrative Service Division (ASD)	13,214.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	
1	Administrative Aide IV	1	Cashiering Office	13,214.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	
1	Administrative Aide IV (Driver)	2	Motorpool	13,214.00	Elementary School Graduate	None required	None required	CSC-MC No. 10, s. 2013 Category IV/ Professional Driver's License	
1	Administrative Aide IV	1	University Business Affairs (UBA) Office	13,214.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	
1	Laboratory Aide I	1	College of Engineering and Applied Technology	11,761.00	Elementary School Graduate	None required	None required	None required	
1	Administrative Aide IV	1	Institute of Public Administration (IPA)	13,214.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	

Application Period: **January 25- February 7, 2019**

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:

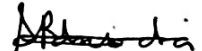
1. Application letter (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which 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 latest performance evaluation rating
8. Photocopy of commendation or award certificates

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

SANSERA B. BODIA
 Supervising Administrative Officer
 Human Resource Management Office
 Km. 5, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Publication:


SANSERA B. BODIA
 Supervising Administrative Officer