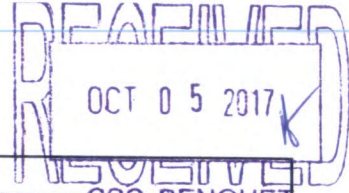


NOTICE OF VACANCY

AGENCY: **BENGUET STATE UNIVERSITY**

DATE: **October 5, 2017**



NO.	POSITION TITLE	PLACE OF ASSIGNMENT	SG	MONTHLY SALARY	ITEM NO.	QUALIFICATION STANDARDS			
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Accountant II	Accounting Office	16	30,044	BSUB-A2-1-1998	Bachelor's Degree in Accountancy/Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (CPA)
1	Administrative Officer III	HRMO	14	25,290	BSUB-ADOF3-7-2012	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility
1	Administrative Aide V [Carpenter II]	General Services Office	5	12,975	BSUB-ADA5-44-2004	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 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 October 16, 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

Human Resource Management Office
Tel No. 422-2401/422-2127 loc. 11

APPROVED:

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

Civil Service Commission - Cordillera Administrative Region
Benguet Field Office

Date of Publication: **06 OCT 2017**

VALIANT A. FANG-ASAN
Supervising HR Specialist