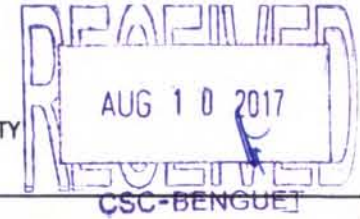


NOTICE OF VACANCY

AGENCY: **BENGUET STATE UNIVERSITY**
 DATE: **August 10, 2017**



NO.	POSITION TITLE	PLACE OF ASSIGNMENT	SG	MONTHLY SALARY	ITEM NO.	QUALIFICATION STANDARDS			
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Administrative Officer V	Cashiering Services	18	35,693	BSUB-ADOF5-10-2004	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant <i>Training</i>	Career Service (Professional) / Second Level Eligibility
1	Administrative Assistant III [Storekeeper III]	Supply and Property Management Office	9	16,986	BSUB-ADAS3-20-2004	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
1	Administrative Aide VI [Clerk III]	Accounting Office	6	13,851	BSUB-ADA6-47-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / First Level Eligibility
1	Administrative Aide V * [Carpenter II]	General Services Office	5	12,975	BSUB-ADA5-45-2004	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996

* For publication requirement only. Incumbent is currently complying with the one (1) year of at least very satisfactory service under temporary status pursuant to CSC MC # 11, s. 1996.

For evaluation purposes, all interested applicants **must** submit the following in a long white folder, not later than August 25, 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:

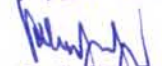

WAGNER F. GRANDE
 Supervising Administrative Officer

APPROVED:


FELICIANO G. CALORA, JR.
 University President
 OK - 09 Aug 2017

Civil Service Commission - Cordillera Administrative Region
 Benguet Field Office

Date of Publication: 11 AUG 2017


VALIANT A. PAROJAN
 Supervising HR Specialist