

NOTICE OF VACANCY

AGENCY: **BENGUET STATE UNIVERSITY**

DATE: **August 16, 2017**



NO.	POSITION TITLE	PLACE OF ASSIGNMENT	SG	MONTHLY SALARY	ITEM NO.	QUALIFICATION STANDARDS			
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Construction and Maintenance Foreman	General Services Office	8	15,818	BSUB-CMF-1-2001	High School Graduate	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996
1	Farm Worker II	Institute of Highland Farming Systems and Agroforestry (IHFA)	4	12,155	BSUB-FAWK2-14-1998	Elementary School Graduate	None Required	None Required	None Required

For evaluation purposes, all interested applicants **must** submit the following in a long white folder, not later than September 4, 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. High School/Elementary diploma, if applicable
6. Certificate of Trainings/Seminars attended after graduation
7. Photocopy of Official Transcript of Records (BS, MS/MA, PhD/EdD, if applicable; if on-going, partial Academic Record)
8. Service Records from previous employer, if applicable
9. 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:

for 
WAGNER F. GRANDE
Supervising Administrative Officer
Date: August 16, 2017

APPROVED:


FELICIANO G. CALORA, JR.
University President
Date: August 16, 2017

Civil Service Commission - Cordillera Administrative Region
Benguet Field Office

Date of Publication: 18 AUG 2017


VALJANT A. PANG-ASAN
Supervising HR Specialist