

Republic of the Philippines
Benguet State University
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC
FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Benguet State University in the CSC website:

SANSERA B. BODIA
Supervising Administrative Officer
HRMO

Date: 11/9/2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III	BSUB-ADA3-63-2004	3	11,914.00	Elementary School Graduate	None required	None required	CSC-MC No. 10, s. 2013 Category IV/ Professional Driver's License		Transportation and Automobile Services

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 not later than **November 19, 2018**

1. Application letter addressed to the University President (specifying the **position** applied for and its **item number and 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 performance evaluation rating in the present position in the last rating period applicable)
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
Benguet State University
Km. 5, La Trinidad, Benguet

Civil Service Commission - Cordillera Administrative Region
Benguet Field Office

Date of Publication: 09 NOV 2018

WALTER J. JERUSALEM
Senior Personnel Specialist

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. Only qualified applicants will be notified for interview