

Republic of the Philippines  
**Benguet State University**  
 La Trinidad, Benguet

Date : January 25, 2019

**NOTICE OF VACANCY**  
**(Job Order/Contract of Service Personnel)**

No.	Position Title	No. of position/s	Place of Assignment	Rate per Day/Month	Qualification Requirements				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Tailor	1	BSU Garments Project	542.00/day	Elementary School Graduate or Completion of relevant vocational/trade course	None Required	At least 1 year experience as tailor	None Required	

Application Period: **January 25- February 1, 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.

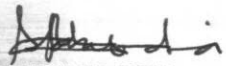
1. Application letter (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at [www.csc.gov.ph](http://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  
 Human Resource Management Office