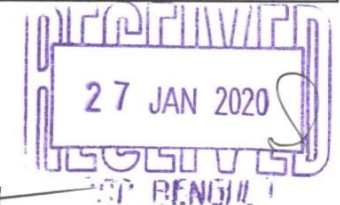


Republic of the Philippines  
Benguet State University  
Request for Publication of Vacant Positions

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:



*M.A.*  
**MAFIAS C. ANGIWAN JR**  
Chief Administrative Officer  
OIC-HRMO

Date: January 27, 2020

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 Officer I	BSUB-ADOF1-3-2012	10	19233	Bachelor'S Degree relevant to the job	None required	None required	Career Service Second Level (Professional) Eligibility		Budget Office
2	Administrative Aide VI	BSUB-ADA6-32-2004	6	14847	Completion of two years studies in College	None required	None required	Career Service First Level (Sub-professional) Eligibility		NPRCRTC
3	Administrative Aide IV	BSUB-ADA4-53-2004	4	13214	Completion of two years studies in College	None required	None required	Career Service First Level (Sub-professional) Eligibility		Budget Office
4	Administrative Aide III*	BSUB-ADA3-88-2004	3	12466	Must be able to read and write	None required	None required	CSC MC # 10 s. 2005 Category III (None required)		NPRCRTC
5	Admin. Aide III (Driver)	BSUB-ADA3-64-2004	3	12466	Elementary School Graduate	None required	None required	CSC MC # 14 s. 2018 Category IV (Professional Driver's License)		Motorpool
6	Administrative Aide III***	BSUB-ADA3-75-2004	3	12466	Completion of two years studies in College	None required	None required	Career Service First Level (Sub-professional) Eligibility		BSU-Bokod Campus
7	Cook I	BSUB-COK1-1-1998	3	12466	Elementary School Graduate	None required	None required	CSC MC # 10 s. 2013 Category III (none required)		CHET Canteen

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 **07 FEB 2020**

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](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 performance evaluation rating in the last rating period (if applicable)
8. Photocopy of commendation or award certificates

**Civil Service Commission - Cordillera Administrative Region**  
Benguet Field Office  
Date of Publication: **27 JAN 2020**

*W.J.*  
**WALTER J. JERUSALEM**  
Senior Personnel Specialist

QUALIFIED APPLICANTS are advised to submit or send through courier their application documents to:

**ATTY. MATIAS C. ANGIWAN JR.**

Chief Administrative Officer

OIC-HRMO

Benguet State University

Km. 5, La Trinidad, Benguet

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