

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : May 5, 2021

**NOTICE OF VACANCY
 (Contract of Service)**

No.	Position Title	No. of position/s	Place of Assignment	Rate per Day/Month (Php)	Qualification Requirements				
					Education	Training	Experience	Eligibility	Competency (if applicable)/ Other requirements
1	Administrative Aide IV	1	Human Resource & Development Office	655/day	BS Degree in Development Communication or Psychology	None Required	None Required	None Required	
2	Media Production Assistant	1	Human Resource & Development Office	830/day	BS Degree in Development Communication or Related fields	None Required	None Required	None Required	Demonstrates skills in database management
3	Administrative Aide IV	1	Office of the University Board Secretary	655/day	BS Degree in Library Science	None Required	None Required	None Required	Demonstrates skills in database management

Application Period: May 5 - 14, 2021

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
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:
FELIPE SALAING COMILA
 President

Benguet State University
Balili, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:

sgd
RAYMUNDO H. PAWID, JR.
Supervising Administrative Officer
Human Resource Management Office