

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : June 17, 2021

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

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	Finance Division	655/day	BS Degree in any business course	None Required	None Required	None Required	
2	Science Research Assistant	1	CCARD/Tangere Project	891/day	BS Agriculture major in Animal Science/ Doctor of Veterinary Medicine	None Required	None Required	None Required	
3	Science Research Assistant	1	Office of Extension Services	891/day	BS Agriculture major in Organic Agriculture or related degrees	None Required	None Required	None Required	1. Has basic skills in the conduct of research. 2. With good oral and written communication skills. 3. Computer literate
4	Administrative Assistant II	1	R&E Publications Office	830/day	BS Development Communication or related degrees	None Required	None Required	None Required	Has basic skills in: 1. lay-out & design 2. multimedia manipulation 3. technical writing 4. editing
5	Utility Worker I	1	General Services Office	547/day	Must be able to read & write	None Required	None Required	None Required	

Application Period: **June 17 - 25, 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