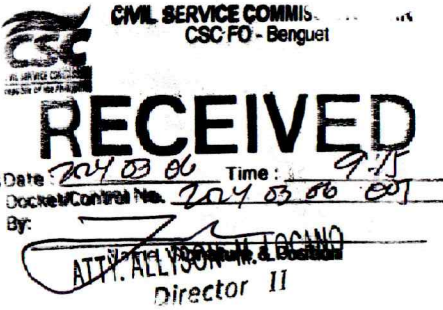


Republic of the Philippines  
BENGUET STATE UNIVERSITY  
Request for Publication of Vacant Positions



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:

RAYMUNDO H. PAWID, JR.  
Supervising Administrative Officer, HRMO  
Date: March 4, 2024

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 IV (Cerk II)	BSUB-ADA4-86-2004	4	15586	Completion of two years in college	None required	None required	Civil Service First Level Eligibility/CS Subprofessional		Buguias Campus
2	Administrative Officer II	BSUB-ADOF2-14-2004	11	27000	Bachelors degree relevant to the job	None required	None required	Civil Service Second Level Eligibility/CS Professional		Procurement Management Office
3	Administrative Officer I (Supply Officer I)	BSUB-ADOF1-18-2004	10	23176	Bachelors degree relevant to the job	None required	None required	Civil Service Second Level Eligibility/CS Professional		Supply and Property Management Office
4	Administrative Assistant II (Budgeting Assistant)	BSUB-ADAS2-23-2004	8	19744	Completion of two years in college	1 year relevant experience	4 hours relevant experience	Civil Service First Level Eligibility/CS Subprofessional		Budget Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 14, 2024.

1. Application letter addressed to **FELIPE SALAING COMILA**, University President (specifying the position applied for and its item number and date of publication)
2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017), including the Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of employment certificate/s;

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- 7 \_\_\_\_\_ Photocopy of training certificates after graduation, within the last five (5) years; and  
8 \_\_\_\_\_ Photocopy of commendation or award certificates, if any.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

\_\_\_\_\_  
FELIPE SALAING COMILA

\_\_\_\_\_  
University President

\_\_\_\_\_  
Benguet State University

\_\_\_\_\_  
La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**EQUAL** **EMPLOYMENT OPPORTUNITY PRINCIPLE:** All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other characteristics protected by the law.

**DATA** **PRIVACY NOTICE:** Your Personal data shall be processed in order to initiate the application process. When you are not hired, your personal data shall be removed from the records of the university and all documents returned to you as provided for by the University's Merit Selection Plan. **T** use may be retained for future selection processes only upon your written consent.



CIVIL SERVICE COMMISSION - CAR  
CSC EO - Benguet

Date \_\_\_\_\_

Docket/Control No. \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name, signature & position