

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

CSC
CIVIL SERVICE COMMISSION - CAR
CSC FO - Benguet

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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.

Date: 2021-07-12 11:15
Docket/Control No. 201-07-17-015

By: **WALTER S. JERUSALEM**
Senior HR Specialist

RAMUNDO H. PAWID JR.
Supervising Administrative Officer
HRMO

Date: July 12, 2021

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	Chief Science Research Specialist	BSUB-CSRS-1-2009	24	86,742.00	Master's Degree or Certificate of Leadership & Management from the CSC	120 hours of supervisory/management learning & development intervention 80 hours of technical training relevant to research & extension	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		NPRCRTC
2	Senior Science Research Specialist	BSUB-SRSRS-5-2009	19	48,313.00	Bachelor's Degree relevant to the job	8 Hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Research & Extension
3	Senior Science Research Specialist	BSUB-SRSRS-4-2009	19	48,313.00	Bachelor's Degree relevant to the job	8 Hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Research & Extension
4	School Farm Demonstrator	BSUB-SFD-1-2000	10	21,205.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		College of Agriculture
5	Administrative Officer III	BSUB-ADOF3-7-2012	14	30,799.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Human Resource Management Office
6	Guidance Counselor I	BSUB-GUIDC1-18-2005	11	23,877.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of Student Services
7	Guidance Counselor I	BSUB-GUIDC1-4-2012	11	23,877.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of Student Services
8	Guidance Counselor I	BSUB-GUIDC1-5-2012	11	23,877.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of Student Services
9	Guidance Counselor I	BSUB-GUIDC1-6-2012	11	23,877.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of Student Services
10	Administrative Aide I	BSUB-ADA1-93-2004	1	12,034.00	Must be able to read & write	None required	None required	None required		NPRCRTC

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 **23 JUL 2021, 2021**.

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
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: _____

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

RAYMUNDO H. PAWID JR.
Supervising Administrative Officer
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