

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : January 26, 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	Media Production Assistant	1	BSU Development Communication Multi-media Station	891/day	BS Development Communication, Multimedia Arts or related fields	None required	None required	None require	1. Preferably with experience in multimedia productions for quad media 2. Demonstrates proficiency in on-site production, video editing and multimedia management 3. Able to conduct and facilitate community documentation, consultations and research
2	Administrative Aide IV	1	International Relations Office	655.00	BS Information Technology/BS Development Communication	None Required	None Required	None Required	Exhibits proficiency in video editing and social media management
3	Administrative Aide IV	1	Compensation, Benefits & Other Obligations	655.00	Relevant Bachelor's Degree	None Required	None Required	None Required	Exhibits proficiency in operating various office systems especially MS Excel

Application Period: January 26 - February 4, 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:


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