



Republic of the Philippines  
**Benguet State University**  
2601 La Trinidad, Benguet  
[www.bsu.edu.ph](http://www.bsu.edu.ph)

**NOTICE OF VACANCY FOR FACULTY POSITIONS  
(Contract of Service)**

**Date of Publication/Application Period: February 16 – 23, 2021**

**Approved for Publication:**

  
**RAYMUNDO H. PAWID, JR.**  
Supervising Administrative Officer  
HRMO

No.	Position Title	Number of Position/s	Nature of Position	College/Department	Salary per month	Qualification Requirements
1	Instructor 1	1	COS	College of Teacher Education	26052	<ul style="list-style-type: none"><li>✓ With Relevant Master's Degree</li><li>✓ Bachelor's Degree in Secondary Education</li><li>✓ With experience in Basic Education</li><li>✓ RA 1080 (Teacher)</li><li>✓ Uses a computer and is familiar with operating basic systems such as Windows, MS Office, multimedia presentations and Internet</li></ul>
2	Instructor 1	1	COS	College of Teacher Education	26052	<ul style="list-style-type: none"><li>✓ With Relevant Master's Degree</li><li>✓ Bachelor's Degree in Elementary Education</li><li>✓ With experience in Basic Education</li><li>✓ RA 1080 (Teacher)</li><li>✓ Uses a computer and is familiar with operating basic systems such as Windows, MS Office, multimedia presentations and Internet</li></ul>

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 addressed to (specifying the position applied for and its date of publication):  
**FELIPE S. COMILA**  
President  
Benguet State University  
La Trinidad, Benguet
2. Fully accomplished Personal Data Sheet (CS Form No. 212, Series of 2017), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature which can be downloaded at [www.csc.gov.ph](http://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 (professional license)
6. Photocopy of training certificates after graduation (within the last five (5) years)
7. Certified photocopy of the latest performance evaluation rating (if applicable)
8. Photocopy of commendation or award certificates (if any)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:  
**Human Resource Management Office**  
**Benguet State University**  
**2601 La Trinidad, Benguet**

**NOTE:** Incomplete documents shall not be entertained/considered

Republic of the Philippines  
**Benguet State University**  
 La Trinidad, Benguet

Date : February 16, 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	Office of Extension Services	830/day	BS Degree in Development Communication or related fields	None Required	None Required	None Required	1. Good communication skills 2. Creates IEC materials (print or videos) using appropriate software 3. Basic skills in social media management.

Application Period: **February 16 - 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](http://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