



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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

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:

Sgd
RAYMUNDO H. PAWID JR.
Supervising Administrative Officer
HRMO

Date: February 22, 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	Administrative Aide VI	BSUB-ADA6-62-2004	6	16,200.00	Completion of two-year studies in college or High School graduate with completion of relevant vocational/trade course	None required	None required	Career Service First Level Eligibility		Finance Division
2	Administrative Aide III	BSUB-ADA3-71-2004	3	13,572.00	Completion of two-year studies in college or High School graduate with completion of relevant vocational/trade course	None required	None required	Career Service First Level Eligibility		Compensation, Benefits and Other Obligations Office
3	Administrative Aide I	BSUB-ADA1-94-2004	1	12,034.00	Must be able to read and write	None required	None required	None required		Northern Philippine Root Crops Research & Training Center
4	Administrative Aide I	BSUB-ADA1-89-2004	1	12,034.00	Must be able to read and write	None required	None required	None required		Northern Philippine Root Crops Research & Training Center
5	Administrative Aide VI	BSUB-ADA6-31-2004	6	16,200.00	Completion of two-year studies in college or High School graduate with completion of relevant vocational/trade course	None required	None required	Career Service First Level Eligibility		Office of the University Registrar
6	Science Aide	BSUB-SCA-4-1998	4	14,400.00	Elementary School Graduate	None required	None required	None required		Northern Philippine Root Crops Research & Training Center
7	Administrative Aide I	BSUB-ADA1-78-2004	1	12,034.00	Must be able to read and write	None required	None required	None required		General Services Office

8	Security Guard II	BSUB-SECG2-1-1998	5	15,275.00	High School Graduate	None required	None required	Valid license		Security Services Office
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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 **March 5, 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: _____
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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