

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : March 1, 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	Draftsman I	2	Planning & Development Office	736/day	BS Architecture/ BS Civil Engineering/ BS Industrial Engineering	None Required	None Required	None Required	Manifests knowledge in: 1. AutoCad System and other Architecture/Engineering Softwares. 2. Cost analysis of structures (DPWH-DUPA orientation is an advantage), structural analysis and other related works.
2	Administrative Aide IV	1	Office of the Vice President for Administration & Finance	655/day	Relevant Bachelor's Degree	None Required	None Required	None Required	1. Applies basic computer skills in work using basic MS Office 2. Demonstrates understanding of the conduct of legal research on laws, policies, issuances and/or jurisprudence 3. Demonstrates good communication skills
3	Administrative Aide IV	1	Cashiering Services Office	655/day	Relevant Bachelor's Degree	None Required	None Required	None Required	1. Applies basic computer skills in work using basic MS Office especially Word and Spreadsheets 2. Manifests knowledge in basic accounting
4	Administrative Aide IV	1	College of Teacher Education	655/day	Bachelors Degree in IT or related fields	None Required	None Required	None Required	Demonstrates knowhow of the technological infrastructure (hardware, software operating systems, personal computing, local area network [LAN], wide area network [WAN], computer telephony integration and internet)
5	Administrative Aide IV	1	Human Resource Management Office	655/day	Bachelors Degree in IT or related fields	None Required	None Required	None Required	Demonstrates proficiency in programming languages

6	Administrative Aide IV	1	Internal Audit Service Office	655/day	Relevant Bachelor's Degree	None Required	None Required	None Required	1. Has basic skills in the conduct of social research (data gathering, analysis, interpretation and report writing) 2. Demonstrates good communication skills
---	------------------------	---	-------------------------------	---------	----------------------------	---------------	---------------	---------------	--

Application Period: **March 2 - 8, 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:

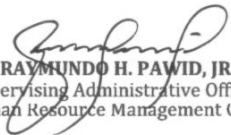
1. Application letter (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which 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