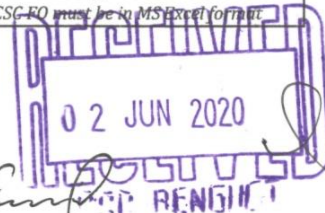


Republic of the Philippines
Benguet State University
Request for Publication of Vacant Positions

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



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:

[Signature]
RAMUNDO H. PAWID, JR
Supervising Administrative Officer
HRMO

Date: June 2020

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	Medical Officer II	BSUB-MDOF2-9-2012	18 ^g	42159	Doctor of Medicine	None required	None required	RA 1080 (Medicine)		University Health Services (UHS)
2	Administrative Assistant I	BSUB-ADAS1-30-2004	7	16458	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/First Level Eligibility		College of Agriculture
3	Guidance Counselor I	BSUB-GUIDC1-15-2005	11	22316	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of the Student Services (OSS)
4	Guidance Counselor I	BSUB-GUIDC1-18-2005	11	22316	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of the Student Services (OSS)
5	Guidance Counselor I	BSUB-GUIDC1-4-2012	11	22316	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of the Student Services (OSS)
6	Guidance Counselor I	BSUB-GUIDC1-5-2012	11	22316	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of the Student Services (OSS)
7	Guidance Counselor I	BSUB-GUIDC1-6-2012	11	22316	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Office of the Student Services (OSS)

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 **June 15, 2020**

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: JUN 02 2020

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

MR. 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