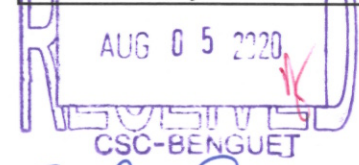


**Republic of the Philippines**  
**Benguet State University**  
**Request for Publication of Vacant Positions**

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:

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

Date: August 5, 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	Chief Science Research Specialist	BSUB-CSRS-1-2009	24	85074	Master's Degree or Certificate of Leadership & Management from the CSC	40 hours of supervisory/management learning & development intervention undertaken within the last five years	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		NPRCRTC
2	Senior Science Research Specialist	BSUB-SRSRS-5-2009	19	46791	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Research & Extension (R&E)
3	Administrative Officer V	BSUB-ADOF5-2-2009	18	42159	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Human Resource Development Office (HRDO)
4	Administrative Assistant II	BSUB-ADAS2-22-2004	8	17505	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		Accounting Office
5	Administrative Aide VI	BSUB-ADA6-51-2004	6	15524	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		Elementary Laboratory School
6	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)
7	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)

8	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)
9	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)
10	Waiter I	BSUB-WAIT1-1-1999	2	12276	Elementary School Graduate	None required	None required	CSC MC No. 10 s. 2013 (None required)		CHET Canteen

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 **August 17, 2020**

1. Application letter addressed to the Supervising Administrative Officer, Human Resource Management Office (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](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 performance evaluation rating in the last rating period (if applicable)
8. Photocopy of commendation or award certificates

<b>Civil Service Commission - Cordillera Administrative Region</b>	
Benguet Field Office	
Date of Publication:	AUG 05 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**

