

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

RECEIVED
Electronic copy to be submitted to the CSC FO
must be in MS Excel format
Date: 05 MAY 2021
Docket/Control No. 2021-05-05-003
By: SGD
WALTON M. SORIANO
Senior Personnel Specialist

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: May 5, 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	
1	School Farming Coordinator I	BSUB-SFC1-1-1998	13	28,276.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Eligibility (Professional)/ Second Level Eligibility	NPRCRTC
2	Administrative Aide IV	BSUB-ADA4-67-2004	4	14,400.00	Completion of two-year studies in college or High School graduate with completion of relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	College of Teacher Education
3	Administrative Aide III	BSUB-ADA3-91-2004	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 (Subprofessional)/ First Level Eligibility	Office of the University Registrar
4	Administrative Aide III	BSUB-ADA3-87-2004	3	13,572.00	Elementary School Graduate	None required	None required	CSC MC # 10 s. 2013 Category II (Plumber)	General Services Office
5	Administrative Aide I	BSUB-ADA1-77-2004	1	12,034.00	Must be able to read & write	None required	None required	None required	General Services Office
6	Administrative Aide I	BSUB-ADA1-87-2004	1	12,034.00	Must be able to read & write	None required	None required	None required	General Services Office

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 **May 17, 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: May 9, 2021

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