

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: July 28, 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	SUC President IV	BSUB-SUCPRES4-12-2008	30	178688	Appropriate Doctoral Degree from a reputable higher education institution	None required	Five (5) years in position/s involving management and supervision (Proven track record as an executive academic leader/administrator in teaching, research, extension, production and public services whether in public or private institutions)	None required		Benguet State University

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 10, 2020 at 5:00 P.M. (Philippine Standard Time).

- Application letter addressed to (specifying the position applied for and its item number and date of publication):
HON. LILIAN A. DE LAS LLAGAS
Commissioner
Chairperson, Board of Regents, Benguet State University
Commission on Higher Education (CHED)
C.P. Garcia, UP Campus
Diliman, Quezon City
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; The Search Committee for the Presidency reserves the right to validate and verify the authenticity of documents submitted and the right to accept or reject any document that it deems to be questionable;
- Performance rating in the last rating period (if applicable);
- Detailed Curriculum Vitae, signed under oath / notarized (personal data, educational qualifications, work experience including organizational chart of the institution showing the candidate's position, research outputs and publications, extension activities, experience in resource generation, awards and certificates, conferences attended).
- Certified true copy of documents in support of the data stated in the Curriculum Vitae. The HRM/Records Officer of the organization where the applicant comes from may certify to the authenticity of the documents provided that the original is presented to him/her for comparison.
- Proposed Vision, Mission and Development Goals for the SUC in not more than five (5) pages.
- Certificates/Clearances from the following government agencies, obtained not more than six (6) months from the date of filing of application, indicating that the applicant has no final conviction for any administrative or criminal cases:
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - National Bureau of Investigation (NBI)
 - Municipal and Regional Trial Court
 - Ombudsman (for government employees)
 - Institution/Company where applicant is presently employed
- Philippine Statistics Authority (PSA)/NSO-authenticated Birth Certificate.
- Medical Certificate of Physical Fitness issued by a physician from a DOH-accredited health institution but not the same institution where the applicant is presently employed. Letterhead of hospital or clinic must indicate DOH accreditation number, in case of private hospitals or clinic.
- Results of neuro-psychiatric examination conducted by a physician from a DOH-accredited health institution but not the same institution where the applicant is presently employed. Letterhead of clinic/hospital must indicate DOH accreditation number. The test results shall also include a statement indicating the purpose for which the test is taken, it should be signed or endorsed by the neuro-psychiatric doctor. e.g. "this test was taken in connection with the applicant's application for the presidency of BSU."
- Additional qualifications:
 - Not less than thirty-five (35) years old and not a day older than the sixty-first (61) birthday at the time of the expiration of the term of the incumbent president.
 - A Filipino Citizen
 - Must have unquestionable moral integrity

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

MS. MERELYN G. DELA CRUZ

Secretariat, Search Committee for Presidency (SCP)

CHED Central Office

C. P. Garcia Ave., UP Diliman, Quezon City

Or

DR. GRACE T. BENGWAYAN

Secretariat, Search Committee for Presidency (SCP)

Benguet State University

La Trinidad, Benguet

Civil Service Commission - Cordillera Administrative Region
Benguet Field Office

Date of Publication: _____

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.