

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : August 11, 2020

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	Administrative Aide IV	1	CAS-Department of Social Sciences	628.00	Bachelor's degree	None Required	None Required	None Required	
2	Administrative Aide IV	1	Office of the University Board Secretary	628.00	Preferably Graduate of BS Dev Com	None Required	None Required	None Required	

Application Period: **August 11 - 14, 2020**

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:

RAYMUNDO H. PAWID, JR.
 Supervising Administrative Officer
 Human Resource Management Office
 Km. 5, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:


RAYMUNDO H. PAWID, JR.
 Supervising Administrative Officer
 Human Resource Management Division