

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

Date : June 22, 2022

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	University Public Affairs Office	682/day	Bachelor's Degree in Information Technology, Development Communication or any communication related course	None required	None Required	None Required	1. Working knowledge in video-editing and/or use of any graphic design softwares 2. Preferably with experience making newsletters, brochures, poster or videos, blogging, vlogging even as an on-the-job-trainee or as a student 3. Working knowledge in writing simple news articles 4. Please attach a portfolio of outputs in USB or CD to your application documents 5. Trainable

Application Period: June 22-27, 2022

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:

FELIPE SALAING COMILA
 President
 Benguet State University
 Balili, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:

(SGD.) RAYMUNDO H. PAWID, JR.
 Supervising Administrative Officer
 Human Resource Management Office