

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: 28 AUG 31 2022

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 Administrative Officer	BSUB-CADOF-2-2004	24	88,410.00	Master's Degree or Certificate of Leadership & Management from the CSC	40 hours of supervisory/ management learning & development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Finance Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 12 SEP 2022.

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) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of employment certificate/s;
7. Photocopy of training certificates after graduation, within the last five (5) years; and
8. Photocopy of commendation or award certificates, if any.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

RAYMUNDO H. PAWID, JR.
Supervising Administrative Officer
Benguet State University
La Trinidad, Benguet

DATE OF PUBLICATION
31 AUG 2022

WALTER J. JERUSALEM
Senior Personnel Specialist

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.