

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

May 2, 2024

NOTICE OF VACANCY FOR FACULTY POSITIONS
 (Plantilla)

No.	Position Title	Plantilla Item No.	Place of Assignment	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Requirements				
						Education	Experience	Training	Eligibility	Competency (if applicable) / Other requirements
1	Instructor II Specialization: Information Technology/Computer Science	BSUB-INST2-5-2002	Bokod Campus	13	31,320.00	Relevant MS Degree	None Required	None Required	RA 1080 for practice of profession/ None required	

Application Period: **May 2, 2024 - June 3, 2024**


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 [Please refer to attached COMMON CRITERIA EVALUATION (CCE) SPECIFIC GUIDELINES]. Kindly submit 3 copies of your application documents [1 set of original & 2 sets photocopies] tabbed according to the attached criteria.

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:


 RAYMUNDO H. PAWO, JR.
 Supervising Administrative Officer
 Human Resource Management Office

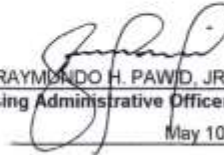
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE: All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other characteristics protected by the law.

DATA PRIVACY NOTICE: Your Personal data shall be processed in order to initiate the application process. When you are not hired, your personal data shall be removed from the records of the university and all documents returned to you as provided for by the University's Merit Selection Plan. These may be retained for future selection processes only upon your written consent.

Republic of the Philippines
BENGUET STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


RAYMONDO H. PAWID, JR.
Supervising Administrative Officer, HRMO
Date: May 10, 2024

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	Administrative Officer I (Supply Officer I)	BSUB-ADOF1-3-2012	10	23176	Bachelors degree	None required	None required	Career Service (Professional) Second Level Eligibility		Procurement Management Office
2	Chief Science Research Specialist	BSUB-CSRS-18-2008	24	90078	Masters degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Northern Philippines Root Crops Research and Training Center (NPRRTC)

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 MAY 21, 2024.

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, including the Work Experience Sheet (Attachment to CS Form No.212);
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 service record/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:

FELIPE SALAING COMILA

University President
Benguet State University
La Trinidad, Benguet

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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:

RAYMONDO H. PAVID, JR.
Supervising Administrative Officer, HRMO
Date: May 14, 2024

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	Administrative Officer II (Human Resource Management Officer I)	BSUB-ADOF2-14-2004	11	27000	Bachelors degree	None required	None required	Career Service (Professional) Second Level Eligibility		Human Resource Development Office

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 **MAY 24, 2024**.

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, including the Work Experience Sheet (Attachment to CS Form No.212);
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 service record/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:

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

DATE OF PUBLICATION
MAY 14 2024

WALTER J. JERUSALEM
Sr. Human Resource Specialist

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DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I) HUMAN RESOURCE DEVELOPMENT OFFICE

40%

Psychological Services for Employees

- Design, coordinate, implement, and evaluate wellness and psychological interventions (assessment, placement, counseling/therapy, and the like) for employees
- Administer, score, and interpret psychological tests for selection, and development purposes and prepare corresponding reports
- Design and update testing and other psychological intervention tools and forms necessary for the expediency of assessment and other interventions
- Analyze data from test results for training needs assessment and other purposes

30%

Rewards and Recognition

- Facilitate the review and revision of the PRAISE EVERLASTING policy, guidelines, criteria, and the like
- Prepare an Annual Implementation Plan for approval by the PRAISE EVERLASTING Committee
- Spearheads the preparations and conduct of PRAISE EVERLASTING Awards programs
- Serve as secretariat to the PRAISE EVERLASTING Committee

20%

Training Services

- Assist in the design, implementation, and evaluation of training for employees
- Assist in the processing of pre-and post-training documents

10%

- Perform other delegated functions