



## **NOTICE OF VACANT POSITION**

### **PROJECT SUPPORT STAFF IV Cost of Service Monthly Salary: P23,176 plus 20% premium**

#### **Terms of Reference**

Office/Unit : Technical Division – Scholarship Unit  
No. of Vacancy : One (1)  
Duration: June to August 2024

#### **Minimum Qualification Standards:**

Education : Bachelor's Degree in Accounting, Business Administration and other related courses  
Experience : At least 1 year relevant work experience  
Training : 4 hours of relevant training  
Eligibility : Second Level Civil Service Eligibility

#### **Attributes:**

1. Proficient in Microsoft Office Applications
2. Excellent written and oral communication skills
3. Strong client orientation and excellent interpersonal skills

#### **Job Functions:**

1. Coordinate with HEIs and Scholars on the submission of needed documents for payment of financial benefits
2. Prepare Disbursement Vouchers and ensures compliance and completeness of documents attached before forwarding to Finance Unit
3. Prepare documents needed for the request of transfer and liquidation of funds for the implementation of ACEF-GIAHEP
4. Maintain records of ACEF-GIAHEP scholars
5. Monitor liquidation reports of HEIs
6. Review the submitted liquidation reports
7. Prepare ACEF-GIAHEP Physical and Financial Reports
8. Prepare official communications related to the implementation of ACEF-GIAHEP
9. Facilitate ACEF-GIAHEP related activities
10. Provide additional administrative support to the Regional Office
11. Performs any other tasks that the Regional Director and immediate supervisor may assign from time to time.

Interested Applicant should submit the following documents through email address [hrcaraga@ched.gov.ph](mailto:hrcaraga@ched.gov.ph)

1. Application Letter
2. Personal Data Sheet (CS Form 212, revised)
3. Transcript of Records and Diploma
4. Certificate of Employment
5. Certificate of Eligibility
6. Certificate of Trainings Attended
7. Performance Rating for the last 2 rating periods or its equivalent

#### **Address Application Letter to:**

**ALMA S. PATRON, JD, MSW, RSW  
OIC-DIRECTOR IV  
Commission on Higher Education  
HEDC Building, CSU Compound, Ampayon, Butuan City**

#### **Deadline of Submission : June 5, 2024**

*Note: All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.*

**Approved for Posting:**   
**ALMA S. PATRON, JD, MSW, RSW  
OIC-DIRECTOR IV**