



NOTICE OF VACANT POSITION

ADMINISTRATIVE AIDE V

Cost of Service

Monthly Basic Salary: Php 18,581.00.00 plus 20% premium

Terms of Reference

Place of Assignment : CHED Caraga - Records Section
HEDC Building, CSU Main Campus, Ampayon, Butuan City
No. of Vacancy : One (1)

Minimum Qualification Standards:

Education : Bachelor's Degree relevant to the job preferably Information Technology
Experience : At least 1 year working experience
Training : None
Eligibility : Preferably with First Level Eligibility

Attributes:

1. Good written and oral communication skills
2. Proficient in Microsoft Office Applications
3. Focused and with attention to detail
4. With high ethics and integrity
5. Results-oriented and can work with less supervision

Job Functions:

1. Maintain and update digital records and document tracking systems for CAV and CTC applications
2. Assist in the management, organization, and backup of electronic files within the Records Section
3. Provide basic technical support in the use of records management systems, databases, and shared drives
4. Ensure proper encoding, scanning, and electronic archiving of official documents
5. Support data integrity, security, and confidentiality of digital records
6. Coordinate with IT personnel on system concerns affecting records processing
7. Receive, verify process, and update status of CTC and CAV applications
8. Release and log approved CAV and CTC applications
9. Entertain client queries (walk-in and phone calls)
10. Any other tasks that may be assigned by immediate Supervisor or Regional Director

Interested applicant should submit the following documents through email at hrcaraga@ched.gov.ph

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

Incomplete documents shall not be entertained.

Address Application Letter to:

NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education - Caraga Regional Office
HEDC Building, CSU Main Campus, Ampayon, Butuan City

Deadline of Submission: March 27, 2026

Approved for Posting: NELIA A. ALIBIN, PhD
Director IV

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.