



NOTICE OF VACANT POSITION

PROJECT SUPPORT STAFF V

Cost of Service

Monthly Basic Salary: Php 26,917.00 plus 20% premium

Terms of Reference

Place of Assignment : Technical Division
CHED Caraga, Ampayon, Butuan City
No. of Vacancy : One (1)

Minimum Qualification Standards:

Education : Bachelor's degree relevant to the job
Experience : At least 1 year work experience
Training : None
Eligibility : None

Attributes:

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

Job Functions:

1. Provide support for UniFAST Regional Operations
2. Assist the UniFAST regional coordinators in the assessment, verification and validation of applications for student financial assistance and other documentary requirements
3. Assist in coordinating with internal and external clients
4. Assist in the facilitation of conduct of events, seminars, trainings, and orientations within the region
5. Assist in the preparation of disbursement vouchers for processing of payment
6. Assist in the Scholarships and Grants Unit
7. Performs any other tasks assigned by Chief Education Program Specialist (CEPS), Chief Administrative Officer (CAO) 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) w/ CSC Work Experience Sheet
3. Transcript of Records and Diploma
4. Certificate of Employment
5. Certificate of Eligibility if applicable
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.