



NOTICE OF VACANT POSITION

ADMINISTRATIVE AIDE III

Cost of Service

Monthly Basic Salary: Php 16,486.00 PLUS 20% premium

Terms of Reference

Place of Assignment : Records Section
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 working experience
Training : None
Eligibility : None

Attributes:

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

Job Functions:

1. Receive, verify and process CAV applications;
2. Update status of CAV for release;
3. Receive, verify and process CTC applications;
4. Release and log approved CAV and CTC applications
5. Entertain client queries (walk-in and Phone calls); and
6. 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 (if applicable)
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 (if applicable)

Incomplete documents shall not be entertained.

Address Application Letter to:

NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: May 5, 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.

