



NOTICE OF VACANT POSITION

PROJECT TECHNICAL STAFF I

Cost of Service

Monthly Basic Salary: Php 33, 947.00 plus 20% premium

Terms of Reference

Place of Assignment : Technical Division - Scholarship Unit
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 : Preferably with Second Level Eligibility

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 CMSP Regional Operations
2. Receive/Review submitted Application documents
3. Validate submitted documents and other related CSP requirements
4. Coordinate with HEIs and resolve minor issues and concerns
5. Works with the IT Programmer/Support in the design, development and implementation of computer-based software applications
6. Assist in coordinating with internal and external clients
7. Assist in the disbursement process;
8. Assist in the facilitation of conduct of events, seminars, trainings, and orientations within the region
9. Assist in the Scholarships and Grants Unit
10. 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: 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.

