



*Republic of the Philippines*  
**Office of the President**  
**COMMISSION ON HIGHER EDUCATION**  
Caraga Administrative Region

## **NOTICE OF VACANT POSITION**

### **PROJECT TECHNICAL STAFF II**

(Cost of Service – SG 15)

Monthly Basic Salary: Php33,575.00 PLUS 20% premium

March 15, 2021

Place of Assignment: Technical Division, CHED Caraga, Ampayon, Butuan City

No. of Vacancies: One (1)

Minimum Qualification:

- Education: Bachelor's Degree, preferably on Development Communication
- Experience: 1 year of relevant work experience;
- Training: 4 hours of relevant training;
- Eligibility: RA 1080 or Second Level Civil Service Eligibility

Job Description

- Responsible in the mapping of StuFAPs implementers and coordinate with partner agencies at the regional level;
- Develop communication and program plans;
- Assist in the implementation of the program and other relevant operations/activities on R.A. 10931 in the region;
- Conduct of assessment, evaluation and monitoring of various activities, programs, and projects mandated by R.A. 10687, the UniFAST Act and, the R.A. 10931, the Universal Access to Quality Tertiary Education Act;
- Track and produce in different formats the program changes, milestone, success stories and produce updated reports and multi-media presentations;
- Provide support as documenter in meetings, conferences, seminars and workshops, consultations, orientations organized by the UniFAST Secretariat and package the same;
- Gather and process data/information and other documents related to the UniFAST and CHED Caraga program operations for tracking progress, reporting and other purposes
- Coordinate with CHED Caraga and UniFAST stakeholders and implementers including the organizing of events, and supporting of Regional Steering Committee meetings;
- Conduct Monitoring, Gathering, Reporting of Collected Data for Evaluation and Assessment;
- Take the lead in the conduct of regional activities with the RCs relating to roadshows, talk shows, press conferences, assessment, evaluation, and monitoring of various activities and programs;
- Assist in the conduct of review, assessment, verification, and validation of applications and other documentary requirements for SLP, TES, and TDP-TES;
- Initiate partnership with different agencies and organizations, through MOA, MOU to promote and deliver the programs of UniFAST;
- Assist clients, respond to queries, and facilitate concerns regarding R.A. 10687 and R.A. 10931 and other UniFAST matters;
- Disseminate information regarding R.A. 10687, R.A. 10931, IRR, and its Guidelines to the regional government line agencies, local government units, HEIs, private organizations/institutions, and other stakeholders;

- Prepare communications in relation to the implementation of RA 10687 and R.A. 10931;
- Lead and coordinate in the preparation of the monthly, quarterly and year-end reports and ensure timely submission to the Regional Director, the Central Office, and other stakeholders
- Coordinate, monitor, and facilitate timely and appropriate action to the grievances and TES appeals received by the region relative to the implementation of UniFAST programs
- Assist in the preparation of quarterly work and financial plan, procurement plan, and administrative plans
- Perform other related functions assigned by designated immediate supervisors, the UniFAST Executive Director and/or CHED Regional Director

**Attributes**

- Good oral and written communication skills;
- Ability to work with tight deadlines;
- Focus and with attention to detail;
- Strong foundation in moral philosophy, ethics, professional codes of conduct, standards and practices;
- Clear understanding of technical subject matter of the profession/degree (Development Communication);
- Result-oriented person and can work with less supervision.
- Knowledge in national, regional and local development plans.

**Interested Applicant should submit the following documents:**


1. Application Letter
2. Personal Data Sheet (CSC Form 212)
3. Certificate of Employment;
4. Certificate of Trainings Attended;
5. Performance rating for the last 2 rating periods (if applicable).

**Address Application Letter to:**

**LEONIDA S. CALAGUI, PhD., CESO III  
Director IV  
Commission on Higher Education  
HEDF Building, CSU Compound, Ampayon, Butuan City**

**Deadline of Submission: March 30, 2021**

**Approved for Posting:**

  
**LEONIDA S. CALAGUI, PhD., CESO III  
Director IV**