



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

NOTICE OF VACANT POSITION

PROJECT TECHNICAL STAFF I
(Information System Developer/Analyst)
Cost of Service – SG 12
Monthly Basic Salary: Php26,052.00 PLUS 20% premium

Terms of Reference

Place of Assignment: Human Resource Development Section, Administrative Division,
CHED Caraga, Ampayon, Butuan City

No. of Vacancies: One (1)

Qualification Standards

Minimum Qualification Standards:

- Education: Graduate of Bachelor of Science in Information System or Bachelor's Degree relevant to the Job;
- Experience: 1 year of relevant experience;
- Training: 4 hours of relevant training;
- Eligibility: R.A. 1080 or Second Level Civil Service Eligibility

Job Description

1. Develop, enhance and manage the Human Resource Information System (HRIS);
2. Develop and manage HR related Communication Applications; and,
3. Perform other tasks necessary for the accurate, timely, and secure collection of HR data.

Attributes

- Good oral and written communication skills;
- Ability to work with tight deadlines;
- Focus and with attention to detail;
- Result-oriented person and can work with less supervision.

Interested Applicant should submit the following documents:


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 Trainings Attended
7. Performance Rating for the last 2 rating periods

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: October 18, 2021

Approved for Posting:


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