



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

NOTICE OF VACANT POSITION

**PROJECT TECHNICAL STAFF I
(Human Resource Development Staff)**

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 Business Administration Major in Human Resource Management (HRM) 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. Facilitates planning and implementation of programs and activities related to human resource and development to include the health and wellness for CHED Caraga personnel;
2. Prepares activity designs, training designs and syllabi;
3. Act as Secretariat to Performance Management Team (PMT), HRMPSB, Personnel Development Committee (PDC), PRAISE Committee and Grievance Committee;
4. Prepares memorandum, correspondence, letters and other communication needs;
5. Receive, record and transmit HRD documents;
6. Entertain clients and incoming phone calls/answer simple queries/refer complex issues to Human Resource Officer;
7. Assist in the implementation and administration of Leave laws; and,
8. 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
HEDC Building, CSU Compound, Ampayon, Butuan City**

Deadline of Submission: October 18, 2021

Approved for Posting:


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