



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

NOTICE OF VACANT POSITION

**PROJECT TECHNICAL STAFF II
(REGIONAL STATISTICAL FOCAL OFFICER)**

Cost of Service – SG 15
Monthly Basic Salary: Php33,575.00 PLUS 20% premium

Terms of Reference

Place of Assignment: Higher Education Management Information System (HEMIS),
Technical Division, CHED Caraga Region, Ampayon, Butuan City

No. of Vacancies: One (1)

Qualification Standards

Minimum Qualification Standards:

- Education: Graduate of Bachelor of Science in Statistics 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. Attend all relevant training and orientations set by CHED OPRKM and CHED Caraga;
2. Disseminate information and respond to feedback from Higher Education Institutions (HEIs) in the region or refer those to the Central Office for resolution;
3. Follow up submissions from HEIs in the region for annual data collection and other data collection activities conducted throughout the year;
4. Provide weekly reports of retrieval rate during the data collection period;
5. Inspect/review data submitted for any errors or inaccuracies and inconsistencies, clarify with the reporting HEI, correct or provide notes in a separate report to the Central Office if there is a valid justification;
6. Ensure protection of the privacy of personal information collected including the encryption of files, file storage systems, and the anonymization of data being released to the public;
7. Report any data breach to the regional Compliance Officer for Privacy (COP) as soon as possible but not more than three hours upon discovery;
8. Assist in organizing area cluster orientations;
9. Participate in the creation and updating of the questionnaires for deployment;
10. Document areas for improvement of the questionnaire;
11. Coordinate with the central office for the sending of questionnaires to HEIs with low connectivity, e.g., provision of addresses and contact details;
12. Process data through various statistical methods for better decision making; and,
13. Perform other tasks necessary for the accurate, timely, and secure collection of administrative data.

Attributes

- Good oral and written communication skills;
- Ability to work with tight deadlines;
- Ability to analyze data, interpret results and communicate to stakeholders;
- 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