



COMMISSION ON HIGHER EDUCATION
CARAGA ADMINISTRATIVE REGION

NOTICE OF VACANT POSITION

CHED SCHOLARSHIP PROGRAM (CSP) SUPPORT STAFF

Cost of Service

Monthly Basic Salary: Php13,305.00 PLUS 20% premium

Terms of Reference

Place of Assignment : Scholarship Section
CHED Caraga, Ampayon, Butuan City
No. of Vacancy : One (1)

Minimum Qualification Standards:

Education : Bachelor's Degree in Business Administration preferably Accounting related or any Bachelor's Degree relevant to the Job;
Experience : One (1) year of relevant experience;
Training : Four (4) Hours of relevant training; and
Eligibility : First Level Civil Service Eligibility

Attributes:

1. Good written and oral communication skills;
2. Proficient in Microsoft Office Applications;
3. Ability to work with tight deadlines;
4. Focus and with attention to detail;
5. With high ethics and integrity; and
6. Result-oriented person and can work with less supervision.

Job Functions:

1. Coordinates assigned HEIs for the validation, billings, liquidation reports and MOA
2. Prepares DVs and Supporting Documents for Processing of Payments of Assigned HEIs
3. Maintains/Updates Liquidation Reports Monitoring/Ledger of assigned HEIs
4. Assists Accounting in the review of submitted Liquidation Reports
5. Assists in the Reconciliation of Study Now Pay Later Accounts
6. Maintains/Updates Subsidiary Ledgers for the reconciled SNPLP Accounts
7. Prepares and send demand letters to SNPLP borrowers
8. Answers calls/text on CSP queries and concerns
9. Prepares Purchase Requests, Activity Design and PPMP
10. Any other tasks that may be assigned by immediate Supervisor

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)
3. Transcript of Records and Diploma;
4. Certificate of Employment;
5. Certificate of Eligibility;
6. Certificate of Trainings Attended; and
7. Performance Rating for the last 2 rating periods or its equivalent

Address Application Letter to:

GEORGE M. COLORADO, PhD, CESO III
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: March 28, 2023

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.

Approved for Posting: 
GEORGE M. COLORADO, PhD, CESO III
Director IV