



COMMISSION ON HIGHER EDUCATION
CARAGA ADMINISTRATIVE REGION

NOTICE OF VACANT POSITION
PROJECT TECHNICAL STAFF II
(REGIONAL STATISTICAL FOCAL OFFICER)

Cost of Service

Monthly Basic Salary: Php 35,097.00 PLUS 20% premium

Terms of Reference :

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

No. of Vacancy : One (1)

Minimum Qualification Standards:

Education : 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 : RA 1080 or Second Level Civil Service Eligibility

Attributes:

1. Excellent written and oral communication skills;
2. Ability to work with tight deadlines;
3. Focus and with attention to detail;
4. Ability to analyze data, interpret results and communicate to stakeholders; and
5. Result-oriented person and can work with less supervision.

Job Functions:

1. Attend all relevant training and orientation set by CHED OPKRM 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 submission 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. Performs any other tasks necessary for the accurate, timely and secure collection of administrative data.

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 Training's 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