



NOTICE OF VACANT POSITION

Project Technical Staff II (UniFAST)

Cost of Service

Monthly Basic Salary: Php 36,619.00 PLUS 20% premium

Terms of Reference

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

Minimum Qualification Standards:

Education : Bachelor's Degree relevant to the Job;
Experience : At least 1 year experience relevant work experience;
Training : 4 hours of relevant training;
Eligibility : Second Level Civil Service Eligibility

Attributes:

1. Excellent written and oral communication skills;
2. Proficient in Microsoft Office Applications;
3. Strong client orientation and excellent interpersonal skills

Job Functions:

1. Support the lead Regional Coordinator in the implementation of new and existing student financial assistance programs under the UniFAST in the Region, and in the coordination with the State Universities and Colleges, Local Universities and Colleges, Private Higher and Technical Vocational Institutions, Regional Line Agencies, and other relevant stakeholders in relation to the implementation of R.A. 10931 and 10687
2. Support the lead Regional Coordinator in the conduct of regional activities relating to assessment, evaluation, and monitoring of various activities, programs, and projects;
3. Support the lead Regional Coordinator in the conduct of regional meetings, seminars and workshops, consultations, and orientations related to the implementation of R.A. 10931 and 10687 and serve as resource speaker thereto
4. Provide assistance in the mapping of StuFAPs implementer and coordinate with partner agencies at the regional level
5. Assist in the implementation of the program and other relevant operations/activities on R.A. 10931 in the region
6. Assist in the conduct of assessment, evaluation and monitoring of various activities, programs, and projects mandated by R.A. 10687, the UniFAST Act and R.A. 10931, the Universal Access to Quality Tertiary Education Act
7. Initiate partnership with different agencies and organizations to promote and deliver the programs of UniFAST
8. Assist the HEIs in the uploading of applicants in the TES Portal;
9. Assist clients, respond to queries, and facilitate concerns regarding R.A. 10931 and other UniFAST matters
10. Disseminate information regarding R.A. 10687, R.A. 10931, IRR, and Guidelines to regional government line agencies, private institutions, and other stakeholders. Track program changes and produce updated reports;
11. Performs any other tasks assigned by Chief Education Program Specialist (CEPS), Chief Administrative Officer (CAO) or Regional Director.

Interested Applicant should submit the following documents through email add 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:

ALMA SY-PATRON, PhD, RSW
OIC - Regional Director
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: October 3, 2024

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:


ALMA SY-PATRON, PhD, RSW
OIC - Regional Director