



NOTICE OF VACANT POSITION

CHED SCHOLARSHIP PROGRAM (CSP) SUPPORT STAFF

Cost of Service

Monthly Basic Salary: Php 15,852.00 PLUS 20% premium

Terms of Reference

Place of Assignment : Scholarship Unit
Technical Division
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 : None
Training : None
Eligibility : None

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 or Regional Director.

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 (if applicable)
5. Certificate of Eligibility (if applicable)
6. Certificate of Training Attended, and
7. Performance Rating for the last 2 rating periods or its equivalent (if applicable)

Address Application Letter to:

NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: February 21, 2025

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:


NELIA A. ALIBIN, PhD
Director IV

