



NOTICE OF VACANT POSITION

PROJECT SUPPORT STAFF IV
Cost of Service
Monthly Salary: P23,226.00 plus 20% premium

Term of Reference:

Place of Assignment : Finance Unit
Administrative Division
No. of Vacancy : One (1)

Minimum Qualification Standards:

Education : Bachelor's Degree in Accounting, Business Administration and other related courses
Experience : At least 1 year relevant work experience
Training : 4 hours of relevant training
Eligibility : Second Level Civil Service Eligibility

Attributes:

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

Job Functions:

1. CoScho Focal Person;
2. Liquidation Monitoring Incharge;
3. Maintains and monitors fund transfers and liquidation monitoring record of HEIs for all programs;
4. Follows up prior years unliquidated fund transfers;
5. Reviews completeness of signatures and supporting documents attached to DVs received from Scholarship Unit;
6. Receives liquidation reports submitted by HEIs;
7. Assists accounting related concerns;
8. Co-facilitates CoScho related activities;
9. Prepares CoScho Financial Reports required by Central Office;
10. Provides additional administrative support to the Regional Office; and
11. Performs any other tasks that the Regional Director and immediate supervisor may assign from time to time.

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
7. Performance Rating for the last 2 rating periods or its equivalent

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 26, 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

