



## **NOTICE OF VACANT POSITION**

### **RECORDS SUPPORT STAFF**

Cost of Service

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

#### **Terms of Reference**

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

#### **Minimum Qualification Standards:**

Education : 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. Focus and with attention to detail;
4. With high ethics and integrity; and
5. Result-oriented person and can work with less supervision.

#### **Job Functions:**

1. Receive, verify and process CAV applications;
2. Update status of CAV for release;
3. Receive, verify and process CTC applications;
4. Release and log approved CAV and CTC applications
5. Entertain client queries (walk-in and Phone calls); and
6. 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](mailto: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 (if applicable)
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

