



NOTICE OF VACANT POSITION

Project Technical Staff II
Cost of Service
Monthly Basic Salary: Php Php 40,208.00 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 in Marine Transportation/Marine Engineering or
Bachelor's Degree relevant to the Job;
Experience : At least 1 year experience relevant to the job;
Training : 8 hours of relevant training;
Eligibility : Second Level Civil Service Eligibility

Attributes:

1. Good written and oral communication skills;
2. Advanced proficiency 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. To validate, capture, and process all PCG verified Master's Declaration of Safe Departure (MDSD) and corresponding Crewlist for vessels rated at 500 Gross Tonnage (GRT) and/or 750 KW or more, which has made port call/s in different domestic ports, on at least a monthly frequency;
2. To develop a database for consolidating and sharing the captured PCG certified MDSDs and Crew lists of domestic vessels from various ports in the country with the CHEDROs; Focus and with attention to detail;
3. To coordinate/share such database with PCG and CHEDROs for proper monitoring of student onboard domestic vessels undergoing training as required under relevant and existing rules and regulations;
4. To act as liaison officer/s with the PCG to ensure efficient retrieval of OBT related documents and verify its authenticity;
5. To assist the CHEDRO Director in making objective and evidence-based decisions on the authenticity and validity of a cadet's OBT for issuance of Special Order; and
6. Performs any other tasks assigned by Supervisor 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 Training 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: April 25, 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