



NOTICE OF VACANT POSITION

Project Technical Staff III

Cost of Service

Monthly Basic Salary: Php 51,304.00 plus 20% premium

Terms of Reference:

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

Minimum Qualification Standards:

Education : Bachelor's Degree in relevant field;
Experience : At least 2 years working experience;
Training : 24 hours of relevant training;
Eligibility : RA 1080 or Second Level Civil Service Eligibility

Attributes:

1. Excellent written and oral communication skills;
2. Advanced proficiency in Microsoft Word, Excel, and Powerpoint;
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. Conduct orientations and training to guide Higher Education Institutions in the application process, completion of application submissions, monitoring reports, ensuring timely disbursement/ payments, and other matters relating to graduate studies scholarships;
2. Screens and provides support in the vetting and validation of scholarship application submissions, and approval and prepares communication of the result of the application to the applicants /next actions as applicable;
3. Audits and ensures that processed special requests and appeals have complete documentary submissions and are within the scope of the policy;
4. Prepares and writes Complete Staff Work (CSW) and provides fact-finding summary to the CHED Regional Director, for consideration by the Local Graduate Scholarships Committee;
5. Attend and participate in the deliberation of scholarship cases, issues, and concerns.
6. Monitor the compliance and timely submission of reports of HEIs;
7. Assist the PAFP and the Regional Director in implementing the CHED LGS Office programs at the regional level;
8. Served as the primary liaison to the LGSO, DHEIs, and other external entities;
9. Facilitate regional initiatives for marketing, promotion, and advocacy of graduate studies scholarship programs;
10. 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 Trainings Attended; and
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: January 20, 2026

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