

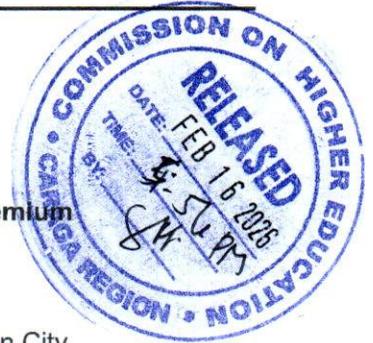


## NOTICE OF VACANT POSITION

### ADMINISTRATIVE AIDE V

Cost of Service

Monthly Basic Salary: Php 18,581.00.00 plus 20% premium



#### Terms of Reference

Place of Assignment : CHED Caraga - Records Section  
HEDC Building, CSU Main Campus, Ampayon, Butuan City  
No. of Vacancy : One (1)

#### Minimum Qualification Standards:

Education : Bachelor's Degree relevant to the job preferably Information Technology  
Experience : At least 1 year working experience  
Training : None  
Eligibility : Preferably with First Level Eligibility

#### Attributes:

1. Good written and oral communication skills
2. Proficient in Microsoft Office Applications
3. Focused and with attention to detail
4. With high ethics and integrity
5. Results-oriented and can work with less supervision

#### Job Functions:

1. Maintain and update digital records and document tracking systems for CAV and CTC applications
2. Assist in the management, organization, and backup of electronic files within the Records Section
3. Provide basic technical support in the use of records management systems, databases, and shared drives
4. Ensure proper encoding, scanning, and electronic archiving of official documents
5. Support data integrity, security, and confidentiality of digital records
6. Coordinate with IT personnel on system concerns affecting records processing
7. Receive, verify, process, and update status of CTC and CAV applications
8. Release and log approved CAV and CTC applications
9. Entertain client queries (walk-in and phone calls)
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](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
5. Certificate of Eligibility
6. Certificate of Training Attended (if applicable)
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 - Caraga Regional Office  
HEDC Building, CSU Main Campus, Ampayon, Butuan City



**Deadline of Submission: February 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:**

  
**MELIA A. ALIBIN, PhD**  
Director IV