



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
CARAGA REGIONAL OFFICE



CHED13-QFM-SLD-00

## **NOTICE OF VACANT POSITION**

**EDUCATION SUPERVISOR II**  
**Plantilla No. CHEDB-ESUP2-181-1998**  
**Monthly Salary: P66,052.00**

### **Term of Reference:**

Place of Assignment : Technical Division  
No. of Vacancy : One (1)

### **Minimum Qualification Standards:**

Education : Bachelor's Degree relevant to the job  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : RA 1080 or Second Level Civil Service Eligibility

### **Competencies:**

- 1. Core Competencies:** Solving Problems and Making Decisions, Delivering Service Excellence, Exemplifying Integrity
- 2. Organizational Competencies:** Writing Effectively, Speaking Effectively, Planning and Delivering, Championing and Applying Innovation, Demonstrating Personal Effectiveness
- 3. Leadership Competencies:** Thinking Strategically and Creatively, Leading Change, Building Collaborative and Inclusive Working Relationships, Managing Performance and Coaching for Results, Creating and Nurturing a High Performing Organization
- 4. Technical Competencies:** Knowledge on the PSGs of the Programs, Knowledge of Philippine Higher Education, Knowledge and Information Management, Action Planning, Facilitation Skills

### **Job Functions:**

1. Conducts regular and documentary analysis in all HEIs applications for initial, renewal of permit and recognition and such program compliance as applicable for undergraduate and graduate programs as part of regulatory function;
2. Conducts regular monitoring visit, ocular inspection and validation to all private HEIs as part of regulatory function;
3. Provides technical assistance to all HEIs in the implementation of all developmental programs of CHED;
4. Performs tasks in support to the implementation of the other regular services of CHED Regional Office;
5. Prepares correspondence, newsletter, and reports required; and
6. Performs all other tasks on matters relating to execution of the Higher Education mandate and other related work as assigned.





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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) with Work Experience Sheet
3. Authenticated copy of Transcript of Records and Diploma
4. Certificate of Employment
5. Authenticated copy of Certificate of Eligibility
6. Certificate of Trainings Attended
7. Performance Rating for the last 2 rating periods or its equivalent

Applications with incomplete documents shall not be entertained.

**Address Application Letter to:**

**NELIA A. ALIBIN, PhD**  
Director IV  
Commission on Higher Education - Caraga Regional Office  
HEDC Building, CSU Compound, Ampayon, Butuan City

**Deadline of Submission: March 2, 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