

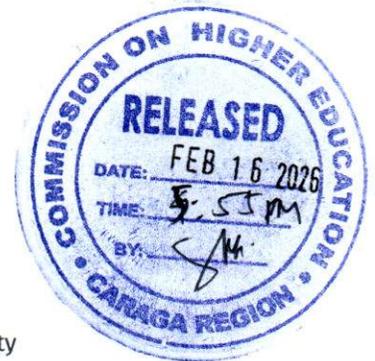


## **NOTICE OF VACANT POSITION**

### **PROJECT TECHNICAL STAFF III**

#### **Cost of Service**

**Monthly Basic Salary: Php 51,808.00 plus 20% premium**



#### **Terms of Reference:**

Place of Assignment : CHED Caraga - Technical Division  
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 International Relations, International Studies or other relevant fields  
Experience : Three years work experience relating to program/project implementation and monitoring, innovation and preferably with experience working on internationalization of education (I.e DFA, DTI, NEDA and other international offices of NGAs, HEI international offices and international organizations;  
Training : 8 hours of relevant training  
Eligibility : Second Level Civil Service Eligibility

#### **Attributes:**

1. Strong planning and organizational skills
2. Excellent analytical, abstract reasoning and problem-solving skills
3. Knowledge of trends in internationalization
4. Excellent communication skills, both oral and written

#### **Job Functions:**

1. Coordinate with CHED International Affairs Service for TNHE, NCAIM, and IZN matters
2. Undertake in-depth research on the history, milestones, highlights, gaps, opportunities, and ways forward in relation to the policy development and implementation of Philippine TNHE
3. Conduct policy country assessments and evaluation of proposed partnerships of PHEIs (landscape of countries and Philippines' surrounding regions)
4. Conduct research and assessment of legitimacy of international activities
5. Collate information, analyze data, and prepare reports on the investment opportunities on Philippine TNHE (as needed)
6. Perform communications research and monitor the progress of various communications strategies on Philippine TNHE
7. Assist in processing of TNHE applications
8. Maintain a database of TNHE applications received by CHED Regional Offices
9. Assist in the conduct of regional events
10. Attend relevant capacity building training for internationalization and TNHE
11. Performs any other tasks necessary for the implementation of TNHE, NCAIM and IZN programs in the regions
12. Performs other related tasks assigned by 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
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 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:**

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