



NOTICE OF VACANT POSITION

Project Technical Staff II

Cost of Service

Monthly Basic Salary: Php Php 42,178.00 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 relevant to the Job preferably Information Technology
Experience : At least 1 year experience relevant to the job;
Training : 4 hours of relevant training;
Eligibility : Second Level Civil Service Eligibility

Attributes:

1. Excellent 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. Strong client orientation and excellent interpersonal skills
6. Result-oriented person and can work with less supervision.

Job Functions:

1. Provide assistance in the mapping of StuFAPs implementers and coordinate with partner agencies at the regional level
2. Assist in the implementation of the program and other relevant operations/activities on R.A. 10931 in the region
3. Assist in the conduct of assessment, evaluation and monitoring of various activities, programs, and projects mandated by R.A. 10687, the UniFAST Act and R.A. 10931, the Universal Access to Quality Tertiary Education Act
4. Assist the HEIs in the uploading of applicants in the TES Portal
5. Support the lead RC in the implementation of new and existing student financial assistance programs under the UniFAST in the Region, and in the coordination with the State Universities and Colleges, Local Universities and Colleges, Private Higher and Technical Vocational Institutions, Regional Line Agencies, and other relevant stakeholders in relation to the implementation of R.A. 10931 and 10687
6. Support the lead RC in the conduct of regional activities relating to assessment, evaluation, and monitoring of various activities, programs, and projects
7. Provide support in meetings, conferences, seminars and workshops, consultations, orientations organized by the UniFAST Secretariat
8. Gather and process data/information and other documents related to the UniFAST program operations for tracking progress, reporting and other purposes
9. Monitor the paid list and financial status of the funds allocated for FHE, ESGP-PA, TES, and TDP-TES
10. Maintain up-to-date database/record/information systems related to all UniFAST operations in the region
11. Performs other tasks as assigned by the 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.

Applications with incomplete documentary requirements will not be accepted





Address Application Letter to:

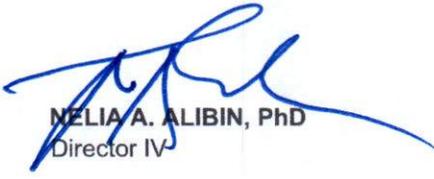
NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: February 18, 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