



# IFUGAO STATE UNIVERSITY

LAMUT, IFUGAO

*for Academic Centers of Excellence*

## NOTICE OF VACANT POSITIONS

POSITION TITLE	ITEM NUMBER	SG	QUALIFICATION				REMARKS
			Education	Eligibility	Training	Experience	
<b>ANTICIPATED VACANCIES</b>							
Admin Asst II	ADAS2-9-2007	8/1	Completion of two years studies in College	CS Sub Professional/1st Level Eligibility	4 hours relevant	1 year relevant	To be assigned at Potia Campus
Admin Aide IV	ADA4-12-2014	4/1	Completion of two years studies in College	CS Sub Professional/1st Level Eligibility	None required	None required	To be assigned at Potia Campus
Admin Aide IV	ADA4-1-2012	4/1	Completion of two years studies in College	CS Sub Professional/1st Level Eligibility	None required	None required	To be assigned at Lagawe Campus

**Deadline for submission of the following documents will be on December 29, 2016**

1. Application letter (addressed to Dr. SERAFIN L. NGOHAYON, University President)
2. Personal Data Sheet (CSC Form No.12)
3. Transcript of Records (complete from Bachelor's Degree)
4. Certificate of Eligibility, Board Rating and Valid License
5. Certificates of Trainings/Seminars/Conferences, etc.
6. Service Record/Certificate of Employment issued by the HRMO/ authorized personnel
7. Other relevant documents

Documents/applications submitted after the deadline shall no longer be entertained for this purpose. For inquiries, you may visit the IFSU HRD Office at Nayon, Lamut, Ifugao.

Prepared by:

**FEDELYM D. PUGONG**  
AO II

Certified Correct:

**DOMINGA G. LUNAG**  
AO V/HRMO III

Approved:

**SERAFIN L. NGOHAYON, PhD**  
University President

Date of Publication: \_\_\_\_\_