



IFUGAO STATE UNIVERSITY

LAMUT, IFUGAO

CIVIL SERVICE COMMISSION
Ifugao Field Office
Lagawe, Ifugao

RECORDED
Date: FEB 16 2017

for Academic Centers of Excellence

NOTICE OF VACANT POSITIONS

POSITION TITLE	ITEM NUMBER	SG	QUALIFICATION				REMARKS
			Education	Eligibility	Training	Experience	
Guidance Counselor III	GUIDC3-1-2002	13/1	Masters Degree in Guidance & Counseling	RA 1080 (Guidance Counselor)	None required	None required	- to be assigned at Lagawe Campus
Guidance Counselor III	GUIDC3-1-1998	13/1	Masters Degree in Guidance & Counseling	RA 1080 (Guidance Counselor)	None required	None required	- republication - to be assigned at Lamut Campus
Guidance Counselor I	GUIDC1-9-2007	11/1	Masters Degree in Guidance & Counseling	RA 1080 (Guidance Counselor)	None required	None required	- republication - to be assigned at Lamut Campus
Administrative Aide VI (Clerk III)	ADA6-2-2016	6/1	Completion of two years studies in College	CS Sub Prof/1st Level Eligibility	None required	None required	to be assigned at Potia Campus
Administrative Aide IV (Clerk II)	ADA4-2-2012	4/1	Completion of two years studies in College	CS Sub Prof/1st Level Eligibility	None required	None required	to be assigned at Potia Campus
Administrative Aide IV (Clerk II)	ADA4-1-2008	4/1	Completion of two years studies in College	CS Sub Prof/1st Level Eligibility	None required	None required	to be assigned at Lagawe Campus

Deadline for submission of the following documents will be on March 3, 2017:

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:

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Certified Correct:

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AO V/HRMO III

Approved:

Serafin L. Ngohayon
SERAFIN L. NGOHAYON, PhD
University President

Date of Publication: _____

POSTED in the CSC Ifugao FO BULLETIN of
VACANCIES No. 2017-02-03
Dated: **FEB 17 2017**



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NOTICE OF VACANT POSITIONS

Ifugao State University is open for hiring of INSTRUCTOR I, SG 12/1 on **PERMANENT STATUS** with the following specializations:

POTIA CAMPUS

1 BEE (Prof Ed)

1 Science

LAMUT CAMPUS

1 Psychology

** Applicants must be with relevant Masters Degree and with RA 1080/LET/CSP eligibility.*

Submit the following documents to the HRD Office on or before February 28, 2017:

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 February 28, 2017 shall no longer be entertained for this purpose. For inquiries, you may visit the HRD Office or call/txt 09173167827

SERAFIN L. NGOHAYON, PhD
University President