



**IFUGAO STATE UNIVERSITY**

*for Academic Centers of Excellence*

NAYON, LAMUT, IFUGAO

**NOTICE OF VACANT POSITIONS**

POSITION TITLE	ITEM NUMBER	SG	QUALIFICATION			REMARKS
			Education	Eligibility	Training	
Administrative Officer V (Budget Officer)	ADOF5-2-2004	18/1	Bachelor's Degree	CS Professional/2nd Level Eligibility	8 hours relevant	2 years relevant
Administrative Officer V	ADOF5-6-2004	18/1	Bachelor's Degree	CS Professional/2nd Level Eligibility	8 hours relevant	2 years relevant
Administrative Officer IV	ADOF4-9-2004	15/1	Bachelors Degree	CS Professional/2nd Level Eligibility	4 hours relevant	1 year relevant
Guidance Counselor I	ISCAFB-GUIDC1-9-2007	11/1	Bachelor's Degree in Guidance and Counseling	RA 1080 (Guidance Counselor)	None required	None required
Science Research Assistant (I)	SRAS-1-2010	9/1	Completion of 2 years in College	CS Sub Prof/1st level eligibility	4 hours	1 year
Administrative Aide I	ISCAFB-ADA1-5-2008	1/1	Must be able to read and write	None required	None required	None required

**Deadline for submission of the following documents will be on October 2, 2015**

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), Diploma
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 HRD Office and look for Ms. Dominga G. Lunag.

Prepared by:

*Felelym L. Pugong*  
**FELELYM L. PUGONG**  
 AO II

Certified Correct:

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

Approved:

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

**CIVIL SERVICE COMMISSION**  
 Ifugao Field Office  
 Lagawe, Ifugao  
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