



IFUGAO STATE UNIVERSITY

NAYON, LAMUT, IFUGAO

for Academic Centers of Excellence

NOTICE OF VACANT POSITIONS

POSITION TITLE	ITEM NUMBER	SG	QUALIFICATION				REMARKS
			Education	Eligibility	Training	Experience	
Registrar II	ISCAFB-R2-4-2013	15/1	Bachelor's Degree	CS Professional/2nd Level Eligibility	1 year of relevant experience	4 hours of relevant training	
Administrative Officer II	ISCAFB-ADOF2-18-2014	11/1	Bachelor's Degree	CS Professional/2nd Level Eligibility	None Required	None Required	
Security Guard II	ISCAFB-SECG2-20-2014	5/1	High School Graduate	Security Guard License	None Required	None Required	

Deadline for submission of the following documents will be on March 11, 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 L. PUGONG
AO II

Certified Correct:

DOMINGA G. LUNAG
AO V/HRMO III

Approved:

SERAFIN L. NGOHAYON, PhD
University President

Date of Publication: _____



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			Education	Eligibility	Training	Experience	
School Farm Demonstrator	SFD-1-1999	10/1	Bachelors Degree relevant to the job	CS Professional/2nd Level Eligibility	None required	None required	

Deadline for submission of the following documents will be on March 4, 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
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Prepared by:

[Signature]
FEDELYM L. PUGONG
AO II

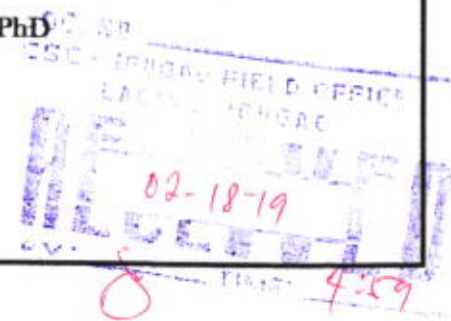
Certified Correct:

[Signature]
DOMINGA G. LUNAG
AO V/HRMO III

Approved:

[Signature]
SERAFIN L. NGOHAYON, PhD
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