



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	
Administrative Assistant II	ADAS2-1-2006	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 Lagawe Campus
Administrative Officer II	ADOF2-9-2004	11/1	Bachelors Degree	CS Professional/2nd Level Eligibility	None required	None required	to be assigned at Potia Campus
Administrative Aide IV	ADA4-27-2004	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
Administrative Aide VI	ADA6-1-2008	6/1	Completion of two years studies in College	CS Sub Professional/1st Level Eligibility	None required	None required	to be assigned at Main Campus

Deadline for submission of the following documents will be on July 1, 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:

[Signature]
FEDELYM L. PUGONG
AO II

Certified Correct:

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

Approved:

[Signature]
SERAFIN L. NGOHAYON, PhD
University President

SERAFIN L. NGOHAYON
Ifugao Field Office
Lagawe, Ifugao
RECEIVED
Date: 6/15/16

Date Posted: _____