



**IFUGAO STATE UNIVERSITY**

LAMUT, IFUGAO

*for Academic Centers of Excellence*

## **NOTICE OF VACANT POSITIONS**

The Ifugao State University, Office of the University President is in need of the following:

**EXECUTIVE ASSISTANT III, SG 20/1 (CTA)**

**Education:** Relevant Bachelors Degree  
\*Bachelor of Laws graduate is an advantage

**Training:** 8 hours of training

**Experience:** 2 years of experience

**PRIVATE SECRETARY I, SG 11/1 (CTA)**

Completion of two years studies in college

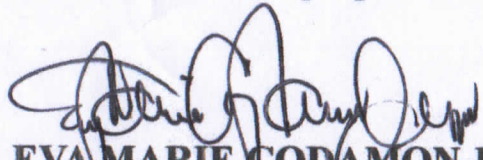
None Required

None Required

**Submit the following documents to the HRD Office on or before June 11, 2018:**

1. Application letter addressed to  
DR. EVA MARIE CODAMON-DUGYON, University President
2. Personal Data Sheet (CSC Form No. 212)
3. Transcript of Records
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 June 11, 2018 shall no longer be entertained for this purpose. For inquiries, you may visit the HRD Office at Nayon, Lamut, Ifugao or call/txt 09169321847.

  
EVA MARIE CODAMON-DUGYON, PhD