



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
Regional Office III
Matulungin St., Diosdado Macapagal Government Center
Maimpis, City of San Fernando, Pampanga
Telefax: (045) 455-1662; Telephone Nos: (045) 436-1846/436-1847

RELEASE
JAN 24 2022
CHEDRO III

NOTICE OF VACANT CONTRACTUAL POSITION STATISTICIAN AIDE (SG-4)

Salary per month – P 14,400.00 plus 20% premium (P17,280.00)

NO. OF VACANCIES: one (1)

QUALIFICATION STANDARDS:

- Bachelor's degree relevant to the job
- Advanced proficiency in Microsoft Word, Excel and Powerpoint

TERMS OF REFERENCE:

- Assist the Regional Statistical Focal Officer (RSFO) in disseminating information and responding to feedback from higher education institutions (HEIs) in the region or refer those to the Central Office for resolution;
- Assist the RSFO in the follow up of submissions from HEIs in the region for annual data collection and other data collection activities conducted throughout the year;
- Inspect data submitted for any errors or inaccuracies, clarify with the reporting HEI, correct and provide notes in a separate report to the central office if there is a valid justification;
- Assist in organizing area cluster orientations;
- Assist in documenting areas for improvement of the questionnaires;
- Performs any other tasks assigned by the Chief Education Program Specialist or Regional Director

INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS;

1. Application Letter
2. Duly accomplished Personal Data Sheet (CSC Form 212; Revised 2017)
3. Certificate of Employment and Trainings attended
4. Photocopy of Transcript of Records

TO: DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III
Director IV
Commission on Higher Education
Regional Office III
DM Gov't Center, Maimpis, City of San Fernando, Pampanga
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DEADLINE OF SUBMISSION OF APPLICATIONS: 2 February 2022

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting: _____ **Date:** 1/24/2022