



**RELEASED**  
JAN 24 2022  
CHEDRO III

## **NOTICE OF VACANT CONTRACTUAL POSITION ADMINISTRATIVE 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:**

- Maintains regional database of contacts comprised of HEIS, StuFAPs grantees and Scholarship Coordinators;
- Encodes master list of student-grantee per template provided by CHEDC;
- Responds to queries by phone, email, and face to face, from stakeholders with concerns on scholarship;
- Assists in the conduct of StuFAPs activities like orientation;
- Assist other units like Accounting Unit, Cashier and UniFAST in the evaluation of documents of grantees;
- Submits periodic accomplishment report related to the functions; and
- Performs any other tasks as maybe assigned by the immediate supervisor and/or the 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