



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
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RELEASED
JAN 20 2022
CHEDRO III

NOTICE OF VACANT CONTRACTUAL POSITION
UniFAST Unit

PROJECT TECHNICAL STAFF II (SG-15) – REGIONAL COORDINATOR

NO. OF VACANCIES: TWO (2)

QUALIFICATION STANDARDS:

- Bachelor's degree relevant to the job,
- Proficient in Microsoft office Application
- Excellent written and oral communication skills
- Strong client orientation and excellent interpersonal skills
- At least one (1) year of relevant work experience
- Four (4) hours of relevant training

TERMS OF REFERENCE:

- Assists in the Program Implementation, Monitoring, Gathering, Reporting of Collected Data for Evaluation and Assessment;
- Organizes, Coordinates UniFAST Programs, Activities and Projects;
- Provides assistance in the mapping of StuFAPs implementers and coordinate with partner agencies at the regional level;
- Assists in the processing of payments for TES and ongoing TDP beneficiaries, including preparation of necessary attachments such as Disbursement Vouchers, ORS, Masterlist, Copy of Billing Statement, Billing details and LBP Account.
- Assists in the facilitation of the compliance and review, validation and verification of TES and TDP-TES Liquidation Reports submitted by HEIs
- Assists in the preparation of TES disbursement reports
- Perform other related functions assigned by the designated immediate supervisors, the UniFAST Executive Director and/or CHED Director

INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS;

- Application Letter
- Duly accomplished Personal Data Sheet (CSC Form 212; Revised 2017)
- Certificate of Employment and Trainings attended
- 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: 28 January 2022

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting: _____ Date: 1/20/22