

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant position, which is authorized to be filled at the COMMISSION ON HIGHER EDUCATION:

RECEIVED
Electronic copy to be submitted to the CSC FO must be in MS Excel format
Office/Unit: CSC FO La Union
Transaction No. LUFO-25-1749
Date and Time: 12-10-2025 / 3:40
Received by: MEDARD ANGELA G. GACILAS
St. Human Resource Specialist
Remarks: NYMPHA N. BUENIO
Chief Administrative Officer/HRMO

Date:

December 10, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency / Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Education Supervisor II (Higher Education)	CHEDB-ESUP2-193-1998	20	62,967.00	Bachelor's Degree relevant to the Job	8 hours of relevant training	2 years relevant experiences	RA 1080 (CPA)	- Job Knowledge: * Accountancy/Business Education * Business Education Curriculum/Syllabi Evaluation and Development * Communication; Ethics and Integrity; Professionalism; Stress Management; Team Work; Critical Thinking and Decision Making; Innovation and Change; Networking and Collaboration; People Management and Development; Planning; Leading; Organizing and Controlling	CHED RO I

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than January 15, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

DR. CHERRIE MELANIE ANCHETA-DIEGO, CESO III
Commission on Higher Education Region I
Gov't. Center, Brgy. Sevilla, City of San Fdo., La Union
chedro1@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.