

NOTICE OF VACANT POSITION

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
CHIEF ADMINISTRATIVE OFFICER Caraga State University-Main Campus Ampayon, Butuan City	24 P 772,992.00	NMSISTB-CADOF-8-2004	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of Supervisory/ Management Experience	40 Hours of Supervisory Management Learning and Development intervention undertaken within the last 5 years	Career Service (Professional/ Second Level Eligibility)

Terms of Reference and Job Description of the Position:

As Chief Administrative Officer, He/She shall assist the office of the VPAd in the day-to-day management/administrative operations of the University. Supervise and coordinate the activities of the administrative services support staff and ensure the efficient and effective performance of their assigned duties and functions. Assist in the review and checking of all documents pertaining to administrative matters to ensure that they are consistent with existing law, policies, rules and regulations.

PREFERRED COMPETENCIES:

- MUST BE COMPUTER LITERATE-PROFICIENT IN EXCEL, WORD, POWERPOINT
- GOOD COMMUNICATION SKILLS (VERBAL AND WRITTEN)
- CRITICAL AND LOGICAL THINKING
- INTERPERSONAL SKILLS
- INTEGRITY
- ACCOUNTABILITY
- DELIVERING SERVICE EXCELLENCE
- CONFLICT MANAGEMENT
- STRATEGIC PLANNING
- LEADING INNOVATION

CSU encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

Note:

Interested and qualified applicants shall submit or send the following documentary requirements to:

ANTHONY M. PENASO, Ph.D.
University President
Caraga State University
Ampayon, Butuan City

1. Application letter addressed to the University President
2. One (1) copy of duly accomplished Personal Data Sheet/Resume (indicating education, experience, no. of hours of training/seminars and eligibility)
3. Authenticated copy of Diploma/Transcript of Records
4. Copy of Certificate of Relevant Trainings/Seminars attended
5. Copy of Certificate of Eligibility
6. Performance ratings for the last two (2) semesters (for employed applicants)

DEADLINE FOR SUBMISSION: May 5, 2017

Prepared for submission to CSC:

Approved for Posting:

ROSARIO B. HERIA
Director, HRMS

ANTHONY M. PENASO, Ph.D.
University President

