

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **COMMISSION ON HIGHER EDUCATION** in the CSC website:

*Mum*  
NYMPHA N. BUENIO  
Chief Administrative Officer

Date: November 19, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment		
					Education	Training	Experience		Eligibility	Competency (if applicable)
1	Accountant II	CHEDB-A2- 60001-2010	16 43, 560.00		BS Accountancy/BS Commerce major in Accounting/Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> <li>•Budget Preparation, execution and reporting</li> <li>•Communication</li> <li>•Stress Management</li> <li>•Teamwork</li> <li>•Computer Audit/Operation</li> <li>•Creativity and Innovativeness</li> <li>•Initiative and Resourcefulness</li> <li>•Service Orientedness</li> </ul>	CHED RO I

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 12, 2025.

1. Fully accomplished Personal Data Sheet (FDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records authenticated by CHED.

**RECEIVED**

Electronic copy to be submitted to the CSC FO must be in MS Office/Unit: CSC FO La Union Excel format

Transaction No. LUFO-25-1651

Date and Time: 11.19.2025 / 8:10

Received by: EDWARD ANGELA G. GACILOS  
Sr. Human Resource Specialist

Remarks:

**NOTE: Interested and qualified applicants regardless of gender, disability, civil status, ethnicity, religion and political affiliation may apply**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**DR. CHERRIE MELANIE ANCHETA-  
DIEGO, CESO III**

Director IV

CHED Region I, City of San Fernando, La Union

[chedro1@ched.gov.ph](mailto:chedro1@ched.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**