



ISO 9001:2015

Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur
Tel. No. (054) 288-4425

NOTICE OF SEARCH FOR CSPC PRESIDENT AND CALL FOR APPLICATION

The CAMARINES SUR POLYTECHNIC COLLEGES GOVERNING BOARD formally and publicly announces that the Search for Presidency is now open.

APPLICANTS MUST POSSESS THE FOLLOWING MINIMUM QUALIFICATIONS:

- A. Must be a natural-born Filipino citizen.
- B. Must not be less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of application;
- C. Must be a Holder of an earned doctorate degree from a CHED-recognized HEI or foreign institution accredited by its respective higher education ministry/commission or appropriate regulatory body, which is defined as Level 8 in the PQF, under RA No. 10968;
- D. Must have proven track record as administrator in higher education institutions (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five years; Nomenclature of the position, especially in the private sector may be clarified by the GB as long as position is high-level management, and
- E. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

Interested applicants must submit one (1) set of original three (3) photocopies and one (1) authenticated electronic copy of the following documentary requirements:

1. Formal application letter addressed to:

HON. ALDRIN A. DARILAG
CHED Commissioner
Chairperson, CSPC Board of Trustees
4th Floor, HEDC Bldg., C.P. Garcia Ave.
UP, Diliman, Quezon City

2. Detailed curriculum vitae, attested and signed by the applicant;
3. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
4. Published research work, if any;
5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the SUC by the applicant;
6. Certificates/clearances from the following government agencies, obtained no more than three (3) months from the filing date of the application, indicating that the applicant has not been found guilty in any administrative or criminal case;
 - a. National Bureau of Investigation (NBI)
 - b. Sandiganbayan
 - c. Civil Service Commission (CSC)
 - d. Office of the City Prosecutor
 - e. Office of the Ombudsman (for government employees)
 - f. Institution/Company where the applicant is presently employed
7. Birth certificate authenticated by the Philippine Statistics Authority (PSA);
8. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the SUC applied for;
9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
10. Neuro-psychiatric examination results obtained from a government health institution. In case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 21)

Deadline for submission of application and the required documents shall be on September 26, 2023, 5:00PM (Philippine Standard Time)

Applicants may submit their documents to:

HON. ALDRIN A. DARILAG **OR**
CHED Commissioner and
Chairperson, CSPC Board of Trustees
4th Floor HEDC Building, CP Garcia Ave.
Diliman Quezon City

Attention:
MR. NEIL JOSEPH IYOG
OCAD Staff

THE SECRETARIAT
Search Committee for the
President of Camarines
Sur Polytechnic Colleges

Attention:
MS. VIVIAN E. LASTROLLO
Board Secretary V
Camarines Sur Polytechnic Colleges
Nabua, Cam. Sur