



NOTICE OF SEARCH FOR SSC PRESIDENT

A. MINIMUM QUALIFICATIONS

- 1) Applicants must possess the following minimum qualifications:
 - a. **Not less than thirty-five (35) years old and not more than sixty-one (61) years at the time of application;**
 - b. **A natural-born Filipino citizen;**
 - c. **Holder of an earned doctorate degree from a reputable higher education institution;**
 - d. **Proven track record as an administrator (President, Vice-President, Dean, Campus Administrator, Director, or its equivalent), preferably in the academe, whether in public or private higher education institution for at least five (5) years. To determine equivalency, this matrix will serve as a guide:**

	Academe	Non-academe
Public	President, Vice-President, Dean, Campus Administrator, Director	Director-level and above (SG 25 and above)
Private	President, Vice-President, Dean, Campus Administrator, Department Head	Chief Executive Officer and equivalent Chief Operating Officer and equivalent (Executive level)

- e. Candidates should have no final conviction of any administrative offense or crime involving moral turpitude wherein the penalty is six months or above;
- 2) **An applicant who does not meet any one of the abovementioned minimum qualifications and cannot submit pertinent supporting documentary evidences shall be disqualified from the search process. The Search Committee for SSC Presidency reserves the right to validate and verify the authenticity of documents, accept additional documents as proof of its authenticity and the right to accept or reject any document that it deems to be questionable;**
- 3) **Incumbent Presidents of other SUCs whose term is set to expire within the six months period of the Search Process shall be allowed to file/submit his/her application for the vacant president post;**

B. DOCUMENTARY REQUIREMENTS

- 1) **Formal application letter addressed to the Chairperson of CHED;**
- 2) **Detailed Curriculum Vitae signed under oath;**
- 3) **Certified true copy of documents in support of the data stated in the Curriculum Vitae;**
- 4) **Proposed Vision, Mission and Development Goals for the college;**
- 5) **Certificates/Clearances from the following government agencies obtained not more than three(3) months from the date of filing of application:**
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - National Bureau of Investigation (NBI)
 - Municipal/Regional Trial Court
 - Ombudsman (for government employees)
 - Institution/Company where applicant is presently employed
- 6) **PSA-authenticated Birth Certificate;**
- 7) **Medical Certificate of Physical Fitness issued by a physician from a DOH-recognized/accredited health institution but not the same institution where the applicant is presently employed;**
- 8) **Result of Neuro-Psychiatric Examination conducted by a physician from a DOH-recognized/accredited health institution but not the same institution where the applicant is presently employed;**
- 9) **Duly accomplished CSC Form 212 made under oath.**

Interested applicants must submit one(1) set of original and six(6) certified photocopies and/or authenticated electronic copy of the aforementioned documents on or before **December 29, 2021 at 5:00 p.m.** (Philippine Time) to:

HON. J. PROSPERO E. DE VERA III

Chairman, Commission on Higher Education

Chair, SSC Board of Trustees

c/o **Ms. Carolyn M. Patayan**

SUC Technical Staff

Office of the Chairperson

Commission on Higher Education

HEDC Building, C.P. Garcia Avenue

U.P. Campus, Diliman, Quezon City

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or c/o **Mr. Maxwell V. Panzo**

Board Secretary

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