

Republic of the Philippines
SANTO TOMAS COLLEGE OF AGRICULTURE, SCIENCES AND TECHNOLOGY
Santo Tomas, Davao del Norte

The Board of Trustees of Santo Tomas College of Agriculture, Sciences, and
Technology (STCAST) Announces the Opening of
the Search for President

NOTICE OF SEARCH FOR STCAST PRESIDENCY

Position Title: Municipal Government Assistant Department Head I

Salary/Job/Pay Grade: 22

Plantilla Item No.: MEEDMO STCAST- 01

Place of Assignment: MEEDMO-STCAST-Office of the College President

Minimum Qualifications:

- 1. Not less than thirty-five (35) years old and not more than sixty-one (61) years at the time of application.**
2. A Natural-Born Filipino citizen
3. Holder of an earned doctorate degree from a reputable higher education institution.
4. Proven track record as an administrator (President, Vice President, Dean or its equivalent, Campus Administrator, Director) preferably in the higher education institution, whether in public or private for at least 5 years
5. For candidates who have not previously served as College President, he/she must not have been convicted of any crime involving moral turpitude wherein the penalty is more than six (6) months.

An applicant who does not meet any one of the abovementioned minimum qualifications and cannot submit pertinent supporting documentary evidences for these minimum qualifications on the set deadline shall be disqualified from the Search Process.

Documentary Requirements

1. Formal Application Letter addressed to:

HON. ERNESTO T. EVANGELISTA
Municipal Mayor
Chair, STCAST Board of Trustees
Municipal Government of Santo Tomas
Feeder Road 3, Brgy. Tibal-og,
Santo Tomas, Davao del Norte

2. Detailed Curriculum Vitae, **signed under oath / notarized** (personal data, educational qualifications, work experience including organizational chart of the institution showing the candidate's position, research outputs and publications, extension activities, experience in resource generation, awards and certificates, conferences attended).
3. Certified true copy of documents in support of the data stated in the Curriculum Vitae. The HRM/Records Officer of the organization where the applicant comes from may certify to the authenticity of the documents provided that the original is presented to him/her for comparison.
4. Proposed Vision, Mission and Development Goals for the LUC in not more than five (5) pages.
5. Notarized self-declaration that the applicant has no pending administrative and/or criminal case:

Note: The following clearances shall then be required upon issuance of appointment to any of the qualified applicant chosen thru majority of votes by the Board of Trustees.

- a. Sandiganbayan
 - b. Civil Service Commission (CSC)
 - c. National Bureau of Investigation (NBI)
 - d. Municipal and Regional Trial Court
 - e. Ombudsman (for government employees)
 - f. Institution/Company where applicant is presently employed
6. Philippine Statistics Authority (PSA)/NSO-authenticated Birth Certificate.
 7. Medical Certificate of Physical Fitness issued by a physician from a DOH-recognized health institution but not the same institution where the applicant is presently employed. Letterhead of hospital or clinic must indicate DOH accreditation number, in case of private hospitals or clinic.
 8. Results of neuro-psychiatric examination conducted by a physician from a DOH-recognized health institutions but not the same institution where the applicant is presently employed. Letterhead of clinic/hospital must indicate DOH accreditation number. The test results shall also include a statement indicating the purpose for which the test is taken, it should be signed or endorsed by the neuro-psychiatric doctor. e.g. "this test was taken in connection with the applicant's application for the presidency of STCAST."

The Search Committee reserves the right to verify the results of the examinations required in Nos. 7 & 8.
 9. Duly accomplished CSC Form 212 made **under oath/ notarized**.

The SCP Secretariat shall present to the SCP list of pre-qualified candidates based on the following minimum qualifications and documentary requirements. Should there be no more than three (3) qualified applicants upon verification of the SCP, failure of search shall be declared by the Board of Trustees. If two failures occur, the board shall have the discretion to decide in pursuing the search even if the required more than three (3) applicants is not met.

IMPORTANT: Interested applicants must **submit one (1) set of original and six (6) certified photocopies of the aforementioned documents** on or before **April 05, 2021 at 5:00 P.M.** (Philippine Standard Time) to:

MS. PRISCILLA V. BARIA, MPA
Administrative Officer V (HRMO)
Secretariat, Search Committee for President (SCP)
Office of the Human Resource Management Officer
Municipal Government of Santo Tomas
Feeder Road 3, Brgy. Tibal-og
Santo Tomas, Davao del Norte
hrmoconcerns@gmail.com