

MINIMUM QUALIFICATIONS

- a. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of expiration of the term of the incumbent President;
- b. A Filipino Citizen;
- c. Holder of an earned doctorate degree from 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. With proven track record as SUC/LUC administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in 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 service.

DOCUMENTARY REQUIREMENTS

Interested applicants must submit one (1) set of original and six (6) photocopies of the following documents to the SCP Secretariat;

- a. Formal Application Letter addressed to the SUC GB Chairperson;
- b. Detailed Curriculum Vitae, attested and signed by the applicant;
- c. Transcript of records, training certifications, professional accreditation, diplomas, and employment/service records;
- d. Published research work, if any;
- e. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the SUC by the applicant;
- f. Certificates/clearances from the following government agencies, obtain 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;
 - National Bureau of Investigation (NBI)
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - Office of the Prosecutor
 - Office of the Ombudsman (for government employees)
 - Institution/company where the applicant is presently employedIn case of delay in the issuance of agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the Pre-Evaluation process by the SCP. The deadline of which can be set by the Search Committee.
- g. Birth certificate authenticated by the Philippine Statistics Authority (PSA)
- h. Medical certificate of physical fitness issued by a physician from the government health institution not in any way connected with the applicant or the SUC applied for;
- i. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
- j. Neuro-psychiatric examination result obtain 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;
- k. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212);
- l. Other documents that may be required by the SUC GB.

The Search Committee reserves the right to reject any application that is not in conformity with the applicable provisions of R.A. 8292 and CMO no. 7, s. 2022, aside from the above enumerated requirements.

An applicant who does not meet ANY of the aforesaid minimum qualifications and **FAILS TO SUBMIT** a complete set of documentary requirements pertinent to these minimum qualifications on the set deadline shall be **DISQUALIFIED** from the Search Process.

**DEADLINE FOR SUBMISSION OF APPLICATION AND
THE REQUIRED DOCUMENTS SHALL BE
NOT LATER THAN 5:00 PM of JANUARY 24, 2024**

Submit applications to:

HON. RONALD L. ADAMAT, Ph.D.PD
CHED Commissioner and
Chair, NEUST Governing Board
4/F, HEDC Building, C.P. Garcia Avenue
UP Campus, Diliman, Quezon City

or

FRANKLIN T. DUMAYAS, Ph.D.
Governing Board Secretary, NEUST
Gen. Tinio St., Cabanatuan City

Attention:

MR. ALBERT A. AÑOSA
Executive Assistant
Office of Commissioner Ronald Adamat
Member, SCP Secretariat