



Republic of the Philippines
Aurora State College of Technology
Baler, Aurora

NOTICE OF SEARCH AND CALL FOR APPLICATIONS

The **AURORA STATE COLLEGE OF TECHNOLOGY (ASCOT) Board of Trustees**, formally and publicly announces that the **SEARCH FOR THE PRESIDENCY** is now open.

The following are the required minimum qualifications and documentary requirements:

A. Applicants must possess the following minimum qualifications –

1. Must not be less than thirty-five (35) years old and not more than sixty-one (61) years old (from actual date of birth and not a day older) at the time of application for the position.
2. Must be a natural-born Filipino citizen.
3. Must be a holder of an earned relevant doctorate degree.
4. Must have a proven track record as an administrator in any higher education institution, such as President, Vice-President, Campus Administrator/Director, Academic Director (reporting directly to the Campus Administrator, the Vice Presidents or the President), Dean, and Department Chair for at least a period of five (5) years.
5. For candidates who have not previously served as SUC President, he/she must not have been convicted of any administrative offense or any crime involving moral turpitude, wherein the penalty is more than six (6) months.
6. For SUC Presidents who are undergoing evaluation for a second term, he/she must not have been convicted of any administrative offense or crime.

One (1) set of original and six (6) certified photocopies of the following documents must be submitted to the SCP Secretariat (PLEASE SUBMIT DIRECTLY TO THE SCP SECRETARIAT) –

1. Formal Application Letter addressed to the CHED Chairperson:
Honorable Patricia B. Licuanan
Chairperson, Commission on Higher Education
4th Floor HEDC Building, C.P. Garcia Avenue
U.P. Campus, Diliman, Quezon City
2. Duly accomplished CSC Form 212 made under oath
3. Detailed Curriculum Vitae (CV).
4. Certified true copy of documents (issued/acquired in the last five years from date of application) in support of the data stated in the CV. Certificates of completion, participation, attendance, awards, etc. need not to be submitted but applicants must have a set of these documents in case verification is necessary.

5. Applicant's proposed Vision, Mission, Development Goals, Plans and Projects for the College (in not more than five (5) pages double spaced).
6. Original Copies of Certificates/Clearances from the following government agencies, obtained not more than three (3) months from the date of filing of the application, indicating applicant has no finding of guilt/conviction in any administrative case (whereby the penalty is not more than six (6) months suspension and/or criminal case:
 - a. Municipal/Regional Trial Court
 - b. Sandiganbayan
 - c. Ombudsman
 - d. Civil Service Commission (CSC)
 - e. National Bureau of Investigation (NBI)
 - f. Institution/organization where the applicant is presently employed
7. NSO-authenticated Birth Certificate.
8. Medical Certificate of Physical Fitness issued by the physician from a DOH-accredited health institution.
9. Result of Neuro-psychiatric Examination conducted by the physician from a DOH-accredited health institution.

An applicant who does not meet ANY of the abovementioned minimum qualifications and FAILS TO SUBMIT supporting documents pertinent to these minimum qualifications on the set deadline shall be disqualified from the Search Process.

Deadline for submission of application documents shall be on December 15, 2014.

Submit applications to:

THE SEARCH COMMITTEE

Aurora State College of Technology
Commission on Higher Education (CHED)
Higher Education Development Center (HEDC) Building
Carlos P. Garcia Avenue, UP Campus, Diliman, Quezon City

Attention: Ms. Maria Teresa L. Samonte, ASCOT SCP Secretariat

or

THE SEARCH COMMITTEE

Aurora State College of Technology
Baler, Aurora

Attention: Mr. Joseph T. Gonzales, ASCOT SCP Secretariat