



Republic of the Philippines
Rizal Technological University
Boni Avenue, Mandaluyong City

The Board of Regents of Rizal Technological University announces the opening of the search for President of RTU

NOTICE OF SEARCH FOR RTU PRESIDENCY

Minimum Qualifications:

1. Not less than thirty-five (35) years old and not more than sixty-one (61) years at the time of application. Sixty-one (61) years old shall mean from actual date of birth and not a day older beyond 61 years old.
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 in a tertiary level institution (President, Vice-President, Dean, Campus Administrator, Academic Director (Director for Instruction, Director for Production, Director for Research and Director for Extension) reporting directly to a Vice President or President), whether in public or private, for at least five (5) years.
5. Must not have been convicted of any administrative offense or of any crime involving moral turpitude.

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. LILIAN A. DE LAS LLAGAS
Commissioner
Commission on Higher Education (CHED)
C.P. Garcia, UP Campus
Diliman, Quezon City

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 SUC in not more than five (5) pages.

5. Certificates/Clearances from the following government agencies, obtained not more than three (3) months from the date of filing of application, indicating that the applicant has not been convicted of any administrative or criminal offense:

- 1 Sandiganbayan
- 2 Civil Service Commission (CSC)
- 3 National Bureau of Investigation (NBI)
- 4 Municipal /Regional Trial Court
- 5 Ombudsman (for government employees)
- 6 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-accredited 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-accredited health institution 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 RTU."

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 Search Committee for the Presidency reserves the right to validate and verify the authenticity of documents submitted and the right to accept or reject any document that it deems to be questionable.

IMPORTANT: Interested applicants must submit one (1) set of original and six (6) certified photocopies of the aforementioned documents on or before July 16, 2018 at 5:00 P.M. (Philippine Standard Time) to either:

MS. MERELYN G. DELA CRUZ
Secretariat, Search Committee for Presidency (SCP)
CHED Central Office
C. P. Garcia Ave., UP Diliman, Quezon City

ATTY. CHRISTIAN C. CALINGASAN
Secretariat, Search Committee for Presidency (SCP)
Rizal Technological University
Boni Avenue, Mandaluyong City