Republic of the Philippines
ISABELA STATE UNIVERSITY
San Fabian, Echague, Isabela
Telephone No: (078) 307-5259
Email: bor@isu.edu.ph

NOTICE OF SEARCH FOR PRESIDENCY and CALL FOR APPLICATION

The Board of Regents of the Isabela State University formally and publicly announces that the **SEARCH FOR THE ISABELA STATE UNIVERSITY PRESIDENT IS NOW OPEN.**

MINIMUM QUALIFICATIONS:

1. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of the expiration of the term of the incumbent President;

2. A Filipino citizen.

3. Holder of an earned doctorate degree from a 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;

4. 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 the 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 to include those:
   4.1. From SUCs with multi-campuses and the designee is serving or has served the whole University – Directors for Administration, Finance, Instruction or Academics, Research, Extension, Resource Management and Planning
   4.2. From other line government agencies, with at least SG 24
   4.3. From Private Higher Education Institutions (HEIs)- the same qualifications as those of SUCs in terms of positions held; and

5. 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 the service.

DOCUMENTARY REQUIREMENTS - Interested applicants must submit one (1) set of original and six (6) sets of certified photocopies of the following documents:

1. Formal application letter addressed to:

   HON. MARITA R. CANAPI, EdD
   Chairperson, ISU Board of Regents and
   Commissioner, Commission on Higher Education
   4th Floor, HEDC Building, C.P. Garcia Avenue
   U.P. Campus, Diliman, Quezon City

2. Detailed Curriculum Vitae (CV), attested and signed by the applicant.

3. Transcript of Records, training certifications, professional accreditations, diplomas, and employment/service records;

4. Published research work, if any;

5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for Isabela State University by the applicant;

6. Certificates/clearances from the following government agencies, obtained 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;
   6.1 National Bureau of Investigation (NBI)
   6.2 Sandiganbayan
   6.3 Civil Service Commission (CSC)
   6.4 Office of the City Prosecutor
   6.5 Office of the Ombudsman (for government employees)
   6.6 Institution/Company where the applicant is presently employed

   In case of delay in the issuance of the 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.

7. Birth certificate authenticated by the Philippine Statistics Authority (PSA);

8. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the SUC applied for;

9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017.

10. Neuro-psychiatric examination result obtained 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;

11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212); and

12. Other documents that may be required by the SUC GB.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

Interested applicants must submit the documentary requirements on or before December 13, 2024, at exactly 5:00 PM (Philippine Standard Time) to:

HON. MARITA R CANAPI
Commissioner, Commission on Higher Education
Chairperson ISU Board of Regents
c/o **DR. MARICEL D. BERDAN**
Secretariat Search Committee for President
4th Floor, HEDC Building,
C.P. Garcia Avenue U.P. Campus,
Diliman, Quezon City
Mobile No. 09957143984
Email: comm.canapioffice@ched .gov.ph

or

HON. MARITA R CANAPI
Commissioner, Commission on Higher Education
Chairperson ISU Board of Regents
c/o **MR. ALEXANDER F. RITUA**
Board Secretary V &
Secretariat, Search Committee for President
2F, Admin. Bldg., Isabela State University
Echague, Isabela
Mobile No. 09171294796

For inquiries please call: (078) 307-5259 (office), email: bor@isu.edu.ph or visit: www.isu.edu.ph