



Republic of the Philippines
ABRA STATE INSTITUTE OF SCIENCES AND TECHNOLOGY

NOTICE OF SEARCH FOR PRESIDENCY *and* CALL FOR APPLICATIONS

 www.asist.edu.ph  asistmain@yahoo.com  (074) 614-50-76

MINIMUM QUALIFICATIONS:

1. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday on June 9, 2026;
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.

If the applicant earned his/her doctorate degree from a foreign institution, the SCP may seek certification from CHED-IAS to verify whether such HEI is a legitimate institution. Also, honorary doctorate degrees (Honoris Causa) and Juris Doctor are not considered applicable doctorate degrees;

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 in the private sector is clarified as high-level management – that is either a Chief Executive Officer (CEO) or Chief Operating Officer (COO), or its equivalent; 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.

An applicant who does not meet any of the above-mentioned minimum qualifications and cannot submit pertinent supporting documentary evidence for these minimum qualifications on the set deadline shall automatically be disqualified from the Search Process.



DOCUMENTARY REQUIREMENTS:

An applicant must submit hard copies and scanned copies of his/her documentary requirements saved on a flash drive.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for applications.

An applicant who fails to submit any of the documentary requirements on the set deadline shall automatically be disqualified from the Search Process.

The SCP reserves the right to validate and verify the authenticity of documents submitted and the right to accept or reject any documents it believes is compliant or not.

IMPORTANT REMINDER:

Interested applicants must submit one (1) set of original, six (6) certified photocopies, and scanned copies, saved on a flash drive, of the aforementioned documents on or before **JULY 24, 2026 at 5:00 P.M.** (Philippine Standard Time) to:

MR. JONATHAN M. QUIBER

Office of Commissioner Myrna Q. Mallari
Secretariat, Search Committee for President
Email Address: jquiber@ched.gov.ph
Mobile No.: 0968-643-8314

OR

MR. ELIZIER B. LAZO

Chief Administrative Officer /
Acting College and Board Secretary V, ASIST
Secretariat, Search Committee for President
Email Address: boardsec@asist.edu.ph
Mobile No.: 0968-854-3962



SEARCH FOR ASIST COLLEGE PRESIDENT

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DOCUMENTARY REQUIREMENTS:

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

1. Formal Application Letter addressed to:

MYRNA Q. MALLARI, DBA, ASEAN CPA

Commissioner, Commission on Higher Education (CHED)
Chairperson-designate, ASIST Board of Trustees
Higher Education Development Center Building
C.P. Garcia Ave., UP Campus, Diliman, Quezon City

2. Notarized detailed curriculum vitae, attested and signed by the applicant;

3. Certified true copy of documents in support of the information stated in the Curriculum Vitae. These include but not limited to 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 ASIST 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:

- a. National Bureau of Investigation (NBI)
- b. Sandiganbayan
- c. Civil Service Commission (CSC)
- d. Office of the City/Provincial Prosecutor
- e. Office of the Ombudsman (for government employees)
- f. Institution/Company where the applicant is presently employed



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DOCUMENTARY REQUIREMENTS:

In case of delay in the issuance of the agency/office concerned due to fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances a day before the scheduled Public Forum at 5:00 PM.

In case there is a failure of the search, due to valid reasons, the applicant who has submitted the required clearances/certificates need not submit new clearances or certificates for the new search, provided that the date of issuance is not more than one year lapsed.

7. Birth certificate authenticated by the Philippine Statistics Authority (PSA);
8. Medical certificate of physical fitness, obtained no more than three (3) months from the filing date of the application, issued by a physician from a government health institution not in any way connected with the applicant or the ASIST;
9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017, obtained no more than three (3) months from the filing date of the application;
10. Neuro-psychiatric examination result obtained from a government health institution no more than three (3) months from the filing date of the application. 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, Revised 2025); and
12. Other documents that may be required by the Governing Board of the ASIST.

