Applicants for Quezon City University President
Documentary Requirements

IMPORTANT: Interested applicants must submit one (1) set of original and six (6) certified photocopies of the following documentary requirements to:

Secretariat, SCP
ALYSON V. MEDALLA
Education Affairs Unit
2/F Civic Center C Building, Quezon City Hall Compound
Elliptical Road, Brgy. Central, Diliman,
Quezon City 1100

1. Formal application letter addressed to:

Dr. Rosula SJ. Reyes
Chairperson, Search Committee for President
Education Affairs Unit
2/F Civic Center C Building, Quezon City Hall Compound
Elliptical Road, Brgy. Central, Diliman,
Quezon City 1100

2. Detailed Curriculum Vitae, signed under oath (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 HR Officer or 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 University 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:
   a. Sandiganbayan
   b. Civil Service Commission (CSC)
   c. National Bureau of Investigation (NBI)
   d. Municipal /Regional Trial Court
   e. Ombudsman (for government employees)
   f. Institution/Company where applicant is presently employed

6. PSA-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.

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. Results should be signed by a board-certified/licensed neurologist or psychiatrist. 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, e.g. “this test was taken in connection with the applicant’s application for the position of President of QCU.”

9. Duly accomplished CSC Form 212 made under oath/notarized.

The Search Committee for President 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.

For clarifications please contact:
Maricris F. Veloso at +632 8988-4242 local 8309
or via email at qceducationaffairs@gmail.com