



NOTICE OF VACANT POSITION

The **Bulacan Agricultural State College** announces the following vacant position for qualified applicants:

Position/Office	Salary Grade/ Status	Qualification Standards			
		Education	Work Experience	Training	Eligibility
Instructor I	SG 12 /RP	Master's Degree in the area of Specialization	None required	None required	None required
Brief Description of the General Function of the Position	Prepares course outlines/syllabus and provides instruction to students; Administers quizzes and examinations and submit grades and other pertinent reports on time.				

For interested applicants, send your application letter and the following documents to the address below not later than July 12, 2019. Applications with incomplete requirements shall not be considered/processed for evaluation.

1. Letter of Application (addressed to: **The President, Bulacan Agricultural State College**)
2. Latest Personal Data Sheet (PDS) with 2x2 ID picture
3. Service Record / Employment Certificate, whichever is applicable
4. Transcript of Records / School Diploma
5. Copy of Certificate of Eligibility / Board Rating
6. Copies of Certificates of Training / Seminars attended
7. Individual Performance Commitment and Review (IPCR) for Government Transferees
8. Performance Appraisal / Evaluation for other applicants

Submit the following documentary requirements in a clean, unmarked long brown envelope to :

Mrs. Minerva D. Arcilla

Administrative Officer V-Human Resource Management Officer

Bulacan Agricultural State College-Admin. Bldg.

Pinaod, San Ildefonso, Bulacan

Date posted : JULY 1, 2019