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|  | Republic of the Philippines               | Document No.:<br>BASC-HRM-QSF-12 |
|   | <b>BULACAN AGRICULTURAL STATE COLLEGE</b> | Rev. No.:<br>00                  |
|   | Pinaod, San Ildefonso, Bulacan 3010       | Effectivity Date: 06/03/2019     |
| <b>NOTICE OF VACANT POSITION</b>  |   |                                  |

### 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                     |
| <b>Guidance Counselor I</b><br><br>BNASCB-GUIDC1-2<br>2018 | SG 11,   | Master's Degree in Guidance and Counseling | None Required   | None Required | R A 1080 ( Guidance Counselor ) |
| Brief Description of the General Function of the Position  | Facilitate communication between parents, Teachers, administrators and students about behavior and academics problems; Maintaining records as required; Assess the development of students and highlight the sense of accomplishment; Evaluate students' attributes and assist them in realizing their objectives. |  |                 |               |                                 |

For interested applicants, send your application letter and the following documents to the address below not later than January 21, 2022. Applications with incomplete requirements shall not be considered/processed for evaluation.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of Certificate of Eligibility /Rating/license; and
4. Photocopy of Transcript of Records.

As an equal opportunity agency, applicants will not be discriminated on account of gender, sexual orientation, civil status, disability, religion, ethnicity or political affiliation, provided however that they meet the minimum requirements of the position to be filled.

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

**Dr. Jameson H. Tan**  
**President III**  
 Bulacan Agricultural State College  
 Pinaod, San Ildefonso, Bulacan

Date posted: January 11, 2022