

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

### 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>Administrative Aide VI</b>  BNASCB-ADA6-5-2019	SG 6, Permanent	Completion of two-year studies in college or High School Graduate with relevant vocation/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 CS Sub-Professional/ First Level Eligibility
<b>Administrative Officer IV</b>  BNASCB-ADOF4-3-2008	SG 15, Permanent	Bachelor's Degree relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility
Brief Description of the General Function of the Position	Organize office and assists immediate superior in ways that optimize procedure; create and update records ensuring accuracy and validity of information; assists in the preparation of regularly scheduled reports and attend to all matters that may be delegated from time to time.				

For interested applicants, send your application letter and the following documents to the address below not later than July 25, 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:

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

Date posted: July 15, 2022