

	Republic of the Philippines	Document No.: BASC-HRM-QSF-12
	<b>BULACAN AGRICULTURAL STATE COLLEGE</b>	Rev. No.: 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>ACCOUNTANT II</b> (Accounting Unit)  BNASCB-A2-9-2022	SG 16	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief Description of the General Function of the Position	Review of liquidations and preparation of Journal Entry Vouchers; Preparation of Financial Reports/statements; Preparation of Reports of Receipts, Disbursement and Balances; Review of reimbursement and supporting documents; Monitoring of Cash Advances; Preparation of General Journal, Cash Receipt Journal, Check Disbursement Journal and General Ledger; and perform other related tasks as may be assigned from time to time.				

For interested applicants, send your application letter and the following documents to the address below not later than February 03, 2023. 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 24, 2023