

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

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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
ADMINISTRATIVE OFFICER I (Admin & Finance) BNASCB-ADOF1-12-2022	SG 10	Bachelor's Degree relevant to the Job	None required	None required	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings; Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, biddings and other procurement related documents; Post and/or advertise request for quotations, invitations to bid bulletins, notices of award contracts, notices to proceed and annual procurement plan; Submit procurement documents for further review for presentation during the BAC meeting; Assists in the implementation and administration of procurement contracts by properly planning all the contracts by management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks; Provide administrative support in the implementation and administration of procurement contracts; Assists in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts.				

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;
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